

How to add assessments to Emply

The chair of the assessment committee is responsible for adding assessments to Emply. This is done by following the steps below:

Click the name of the candidate in question:

The screenshot shows the Emply system interface. At the top, there is a navigation bar with tabs: Projects, Candidates, Outbox, Videos, Calendar, Tasks, Documents, User Log, and More. Below this, there is a sub-navigation bar with buttons: New Candidate, Search, and Screening. A breadcrumb trail shows: Advertisement (0) > Assessment (1) > Job interview (0) > Decision (0). Below the breadcrumb trail, there is a table with columns: Candidates (1), Status, Applied, Latest message, and Mark. The first row in the table is highlighted with a red circle, showing a candidate name, a status of 'Assessment approved', and an applied date of '22/03/2019 13:35'.

Then click the 'Assessment' tab:

The screenshot shows the Emply system interface with the 'Assessment' tab selected. The tabs are: Personal Details, Further questions, Application & CV, and Assessment. The 'Assessment' tab is highlighted with a red circle. Below the tabs, there are two input fields: 'E-mail: *' and 'Repeat e-mail: *', both containing a blue placeholder text.

Write or copy/paste the assessment into the 'Overall assessment' field:

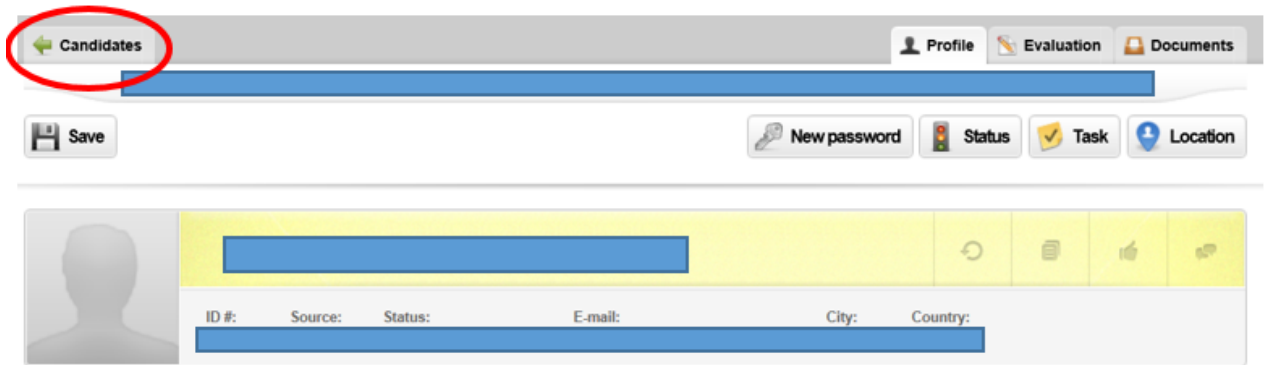
The screenshot shows the Emply system interface with the 'Assessment' tab selected. The 'Overall assessment' field is visible, containing the text 'fdshjfs' and 'fjhdsfs'. The field has a rich text editor toolbar at the top with various icons for text formatting and alignment.

Remember to click 'Qualified' or 'Not qualified' under 'Concluding overall assessment' at the bottom.

The screenshot shows the Emply system interface with the 'Concluding overall assessment' field. The field contains two radio buttons: 'Qualified' (selected) and 'Not qualified'.

Click 'Save'.

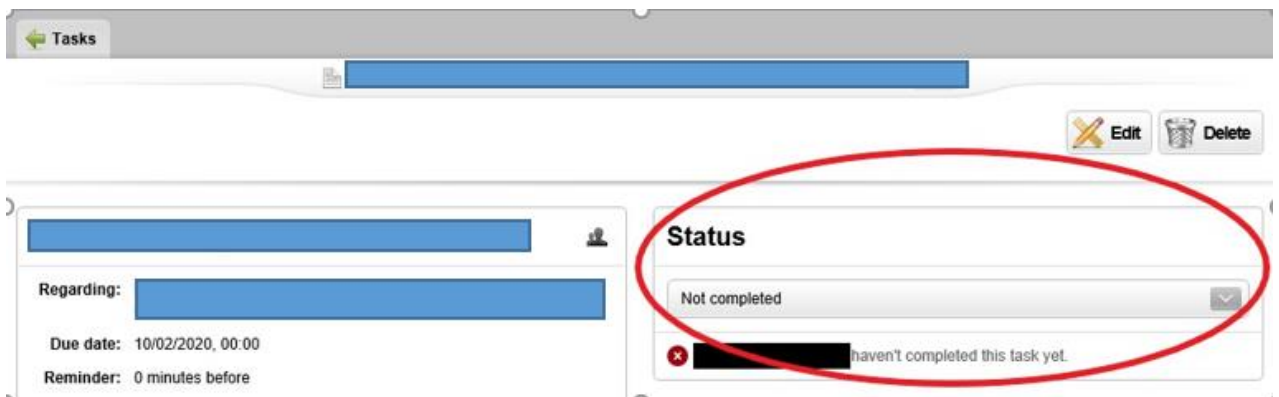
Go back to the list of candidates by clicking the tab Candidates.



Select the Tasks tab.



A task is waiting for the chair of the assessment committee. The chair must enter the assessments of the applicants in Empl. Click the task and change the status from 'Not completed' to 'Completed'.



HR will now automatically be notified that the assessment has been completed.