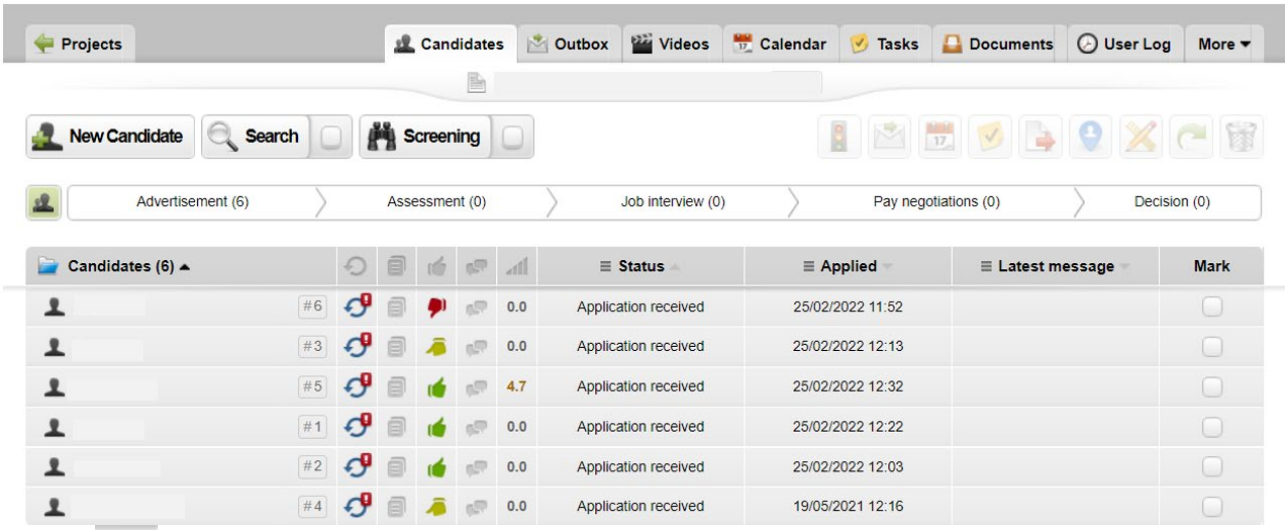
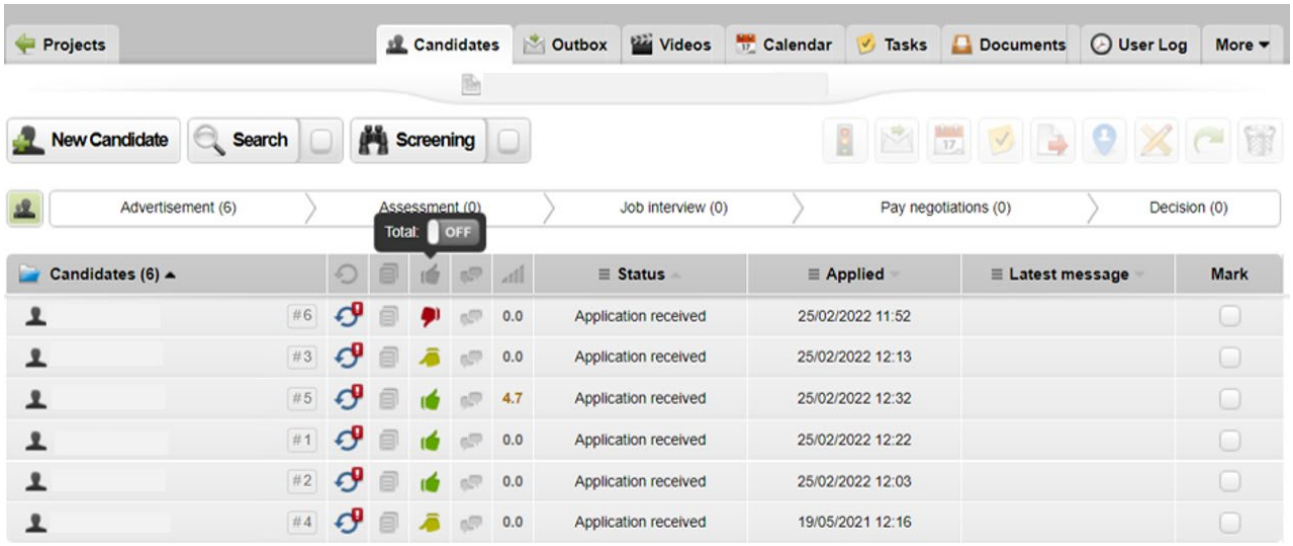
AARHUS UNIVERSITET

Evaluate candidates

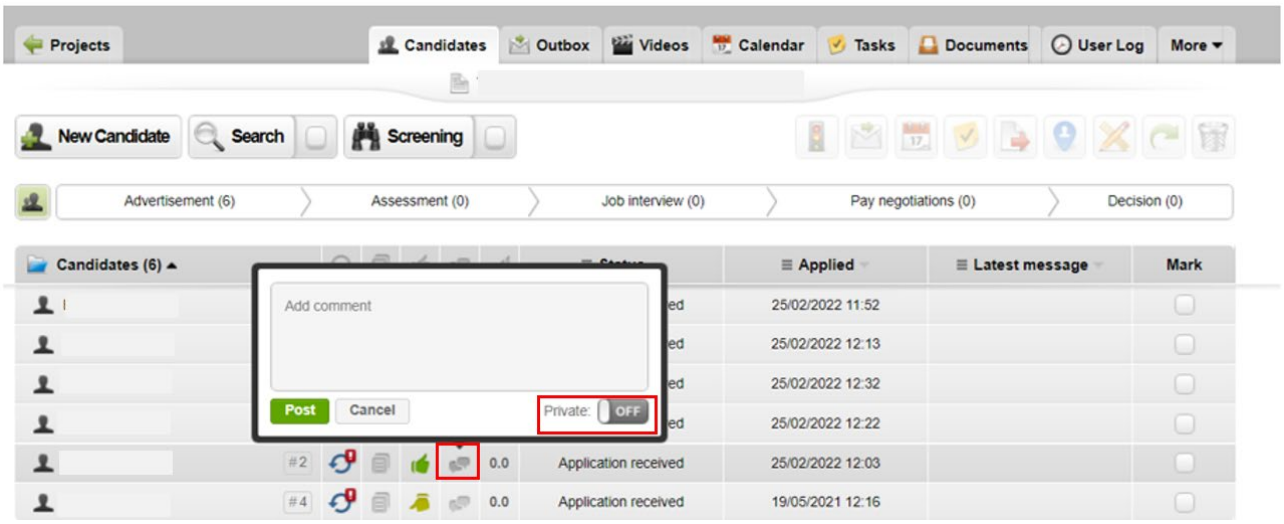
Chrome is recommended to access Emply Hire.



1. This symbol shows whether a candidate has applied for another position at a previous point in time, but only if this position was part of the unit which the user has access to. If you hover your mouse over the symbol, you can see the candidate's status in relation to the other positions the candidate has applied for.
2. This gives access to all the candidate's information and attached documents.
3. This symbol is used for a quick assessment of the candidates. Green, yellow and red represent good, neutral and not relevant candidates respectively. If you hover your mouse over the thumb symbol at the top, you can select 'Total'. The total number of assessments from an entire committee will then be displayed in the column.



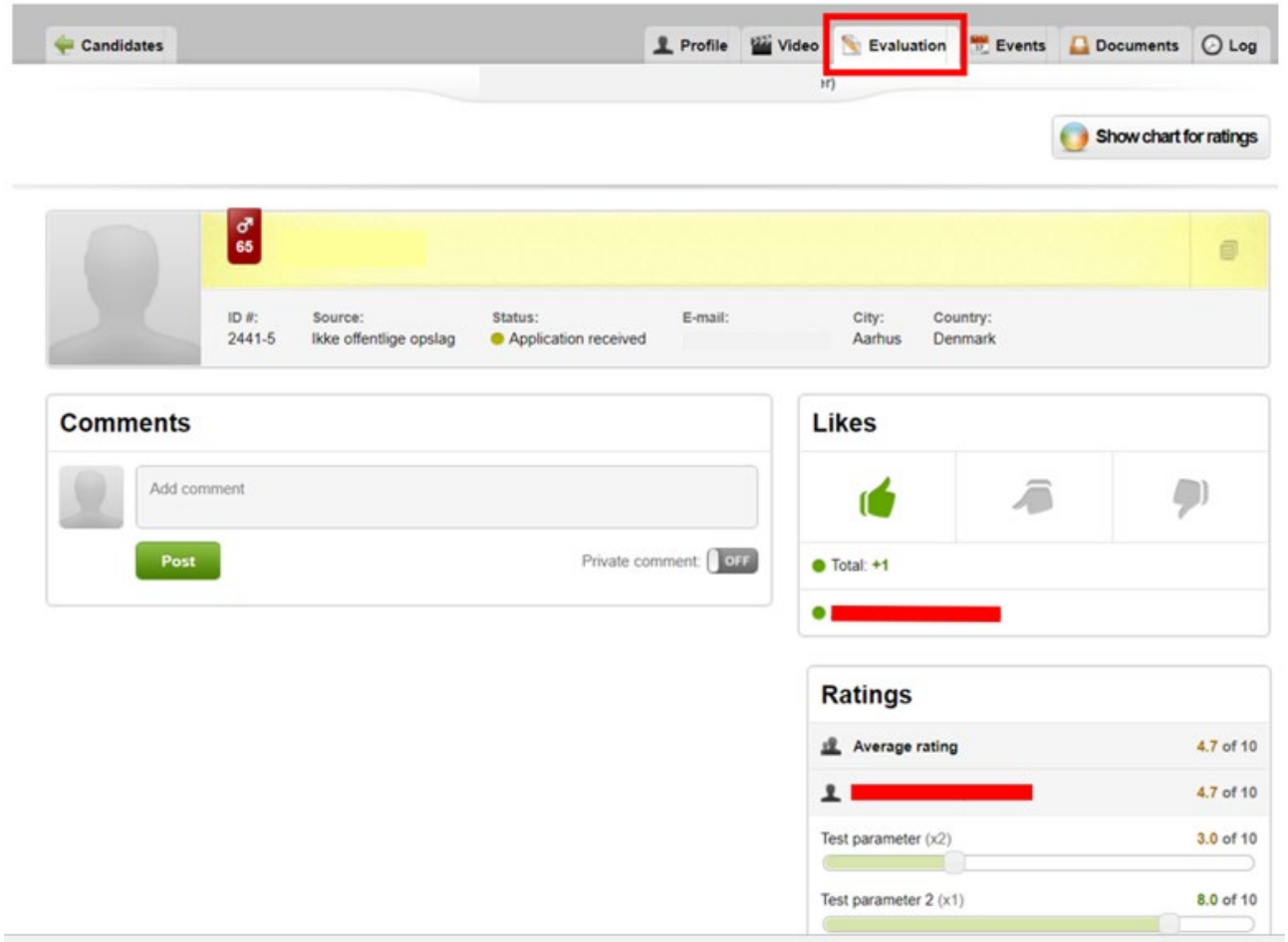
4. This symbol makes it possible for the users to add a comment about the candidate. In general, all committee members will be able to read the comment. If you want the comment to be private, you can select 'Private'. Users with administrator rights can always see the comment even though it is marked as private.



5. This symbol will only be displayed if a user has made an assessment.
If an assessment has been made, the average of all the committee's assessments will be displayed in this column. The total maximum score is ten.

Separate assessment

1. On the list of candidates, click a name and the candidate's profile will be opened.

2. Click the 'Assessment' tab.

Here it is possible to see the assessment parameters set up by the project manager. Use the slide bar to select the number that matches the candidate you are assessing. The average assessment is also displayed on the list of candidates.