People and Money system

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Hiring Guide- How to Request Interview Feedback from Panel
Hiring Manager and School Department Admin
Estimated time to complete: 6 minutes

Assumptions:

1. The interview feedback questionnaire is attached to the job requisition prior to candidates applying for the role.
2. The candidate has been interviewed for the role

In Brief…

This is a simple overview of the process.

1. From Home page, click the My Client Group link.
2. Select the Hiring App.
3. In the Job Requisitions page, click on the Applications link next to the required requisition.
4. Click on the name of the applicant you would like to request feedback for.
5. Click Action and select Collect Feedback.
6. Select the checkbox next to the required Respondents and click Continue.
7. Select the checkbox next to Interview Feedback Questionnaire and click Continue.
8. **Include Documents** is not and so click **Continue** to move to the next section.

9. Click on the calendar icon to change the **Expiration Date** if required and/or enter a **Note to Respondents** (optional).

10. Click **Submit** to send the request.

11. Click the **Home** button to return to the Home page.

12. Click the **Bell** icon to view the notification that feedback is completed.

For detailed guidance, see the next section.

**In Detail…**

1. From the **Home** page, click on the **My Client Groups** link.

![Image of My Client Groups](image-url)
2. Click the **Hiring App**.

3. In the **Job Requisitions** page, click on the **Applications** link next to the required requisition.

4. Click on the name of the applicant you would like to request feedback for.
5. Click the **Action** button and select **Collect Feedback** in the menu.

6. The **Collect Feedback** page opens in section **1 Select Respondents**.
   
   Select the checkbox next to the required **Respondents** and click **Continue**.
7. In section 2 Select Interview Questionnaire, select the checkbox next to Interview Feedback Questionnaire and click Continue.

8. Section 3 Include Documents is not used. Click Continue to move to the next section.

9. In section 4 Request Details:
   a. Click on the calendar icon to change the Expiration Date if required
   b. Enter a Note to Respondents (optional)
   c. Click Submit to send the request
10. Click the **Home** button to return to the Home page.

11. When Respondents have completed interview feedback you receive an email notification.

FYI: Review the completed interview questionnaire Interview Feedback Questionnaire for candidate Jose Rodriguez

People&Money (DEV3) <ebw-dev3.1a.sender@workflow.mail03.oraclecloud.com>
Thu 06/10/2020 16:57
To: WILSON Dor

Hello Sophia Jex - Blake,
The following interview questionnaire was completed and is ready for your review.

Interview Questionnaire: Interview Feedback Questionnaire
Job: Replication Trial - 178
Candidate: Jose Rodriguez
Respondent: Sophia Jex - Blake

Click the link to access the interview questionnaire:

Review Feedback

Thank you.

Within People & Money click the **Bell** icon to view the corresponding notification and click **Dismiss**.

Glossary

Please refer to the glossary