



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

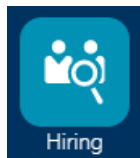
Assumptions:

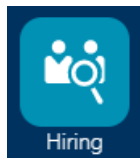
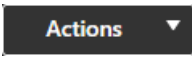
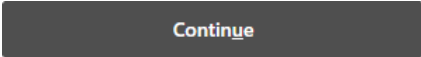
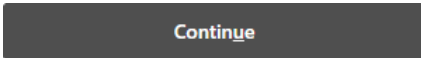
1. The interview feedback questionnaire is attached to the job requisition prior to candidates applying for the role.
2. The candidate has been interviewed for the role

In Brief...

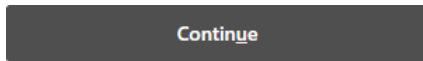
This is a simple overview of the process.

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



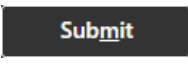
2. Select the **Hiring**  App.
3. In the **Job Requisitions** page, click on the **Applications** link next to the required requisition.
4. Click on the name of the applicant you would like to request feedback for.
5. Click **Action**  and select **Collect Feedback**.
6. Select the checkbox next to the 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.

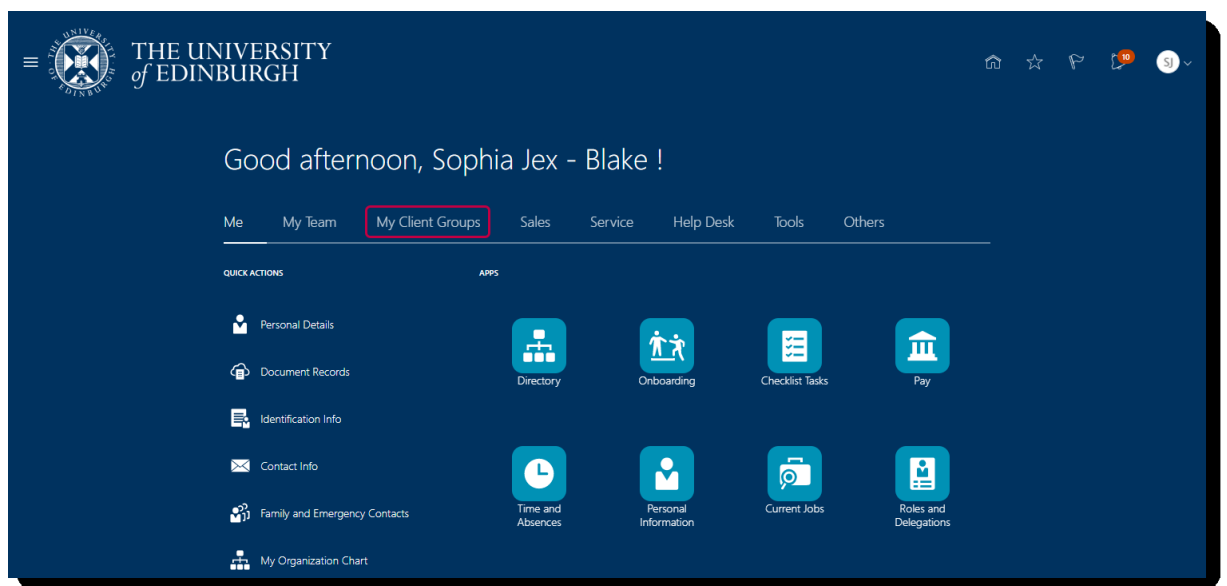
11. Click the **Home**  button to return to the Home page.

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

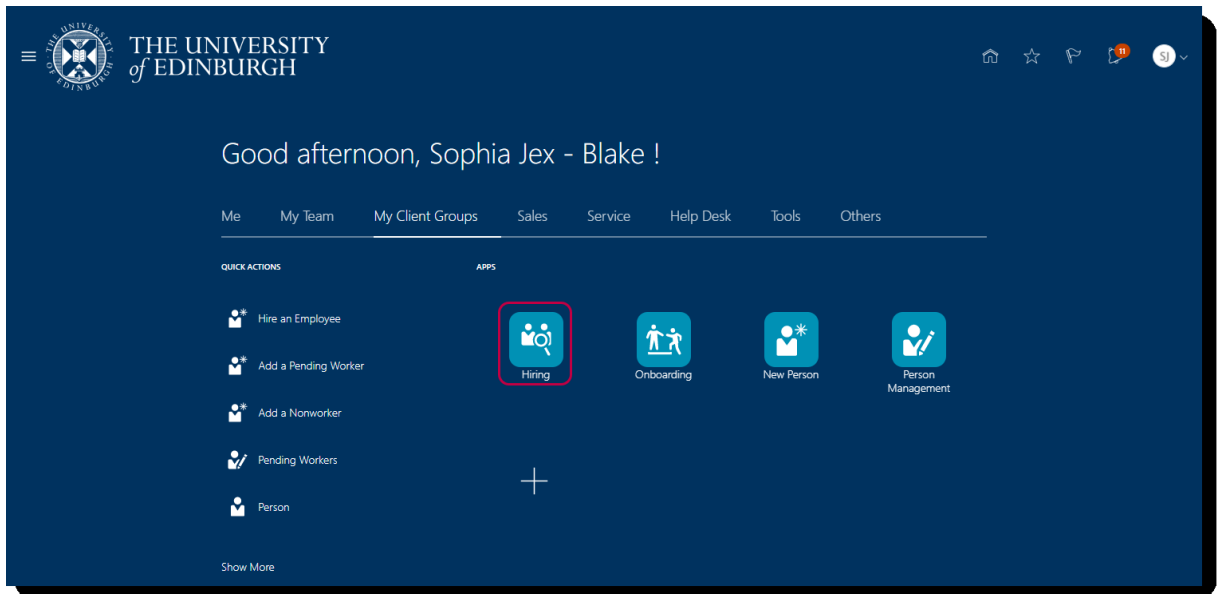
For detailed guidance, see the next section.

In Detail...

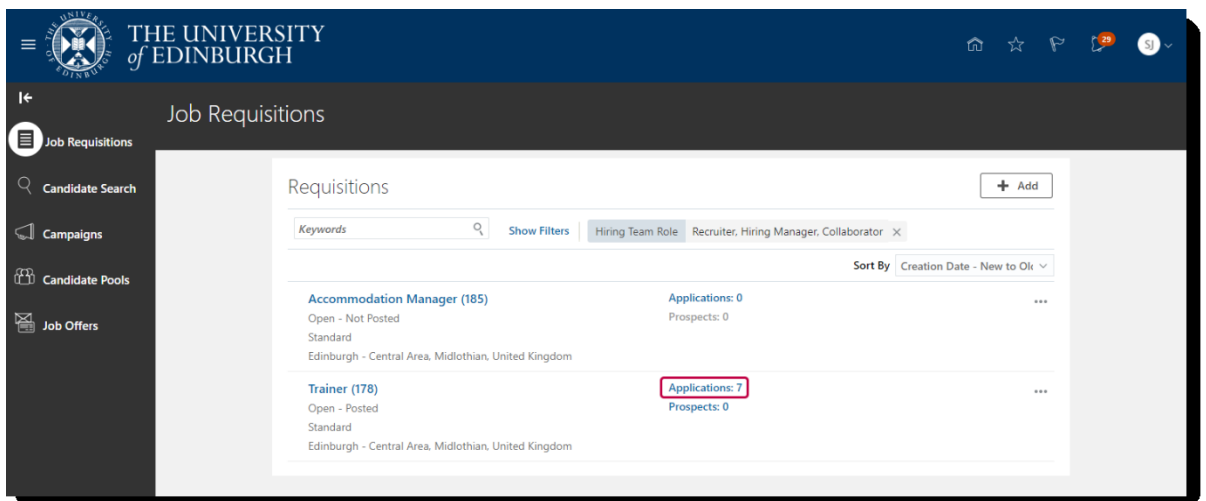
1. From the **Home** page, click on the **My Client Groups** link.



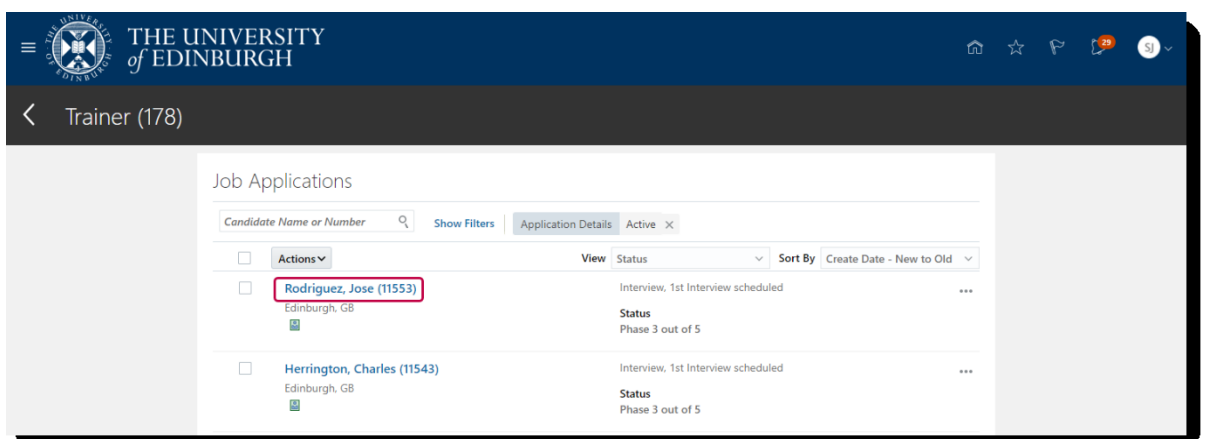
2. Click the **Hiring App**.



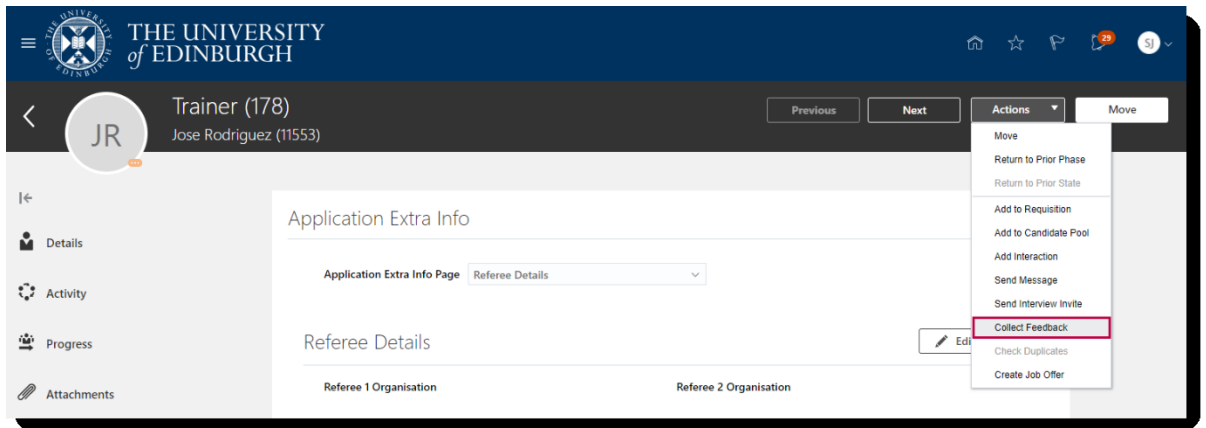
3. In the **Job Requisitions** page, click on the **Applications** link next to the required requisition.



4. Click on the name of the applicant you would like to request feedback for.

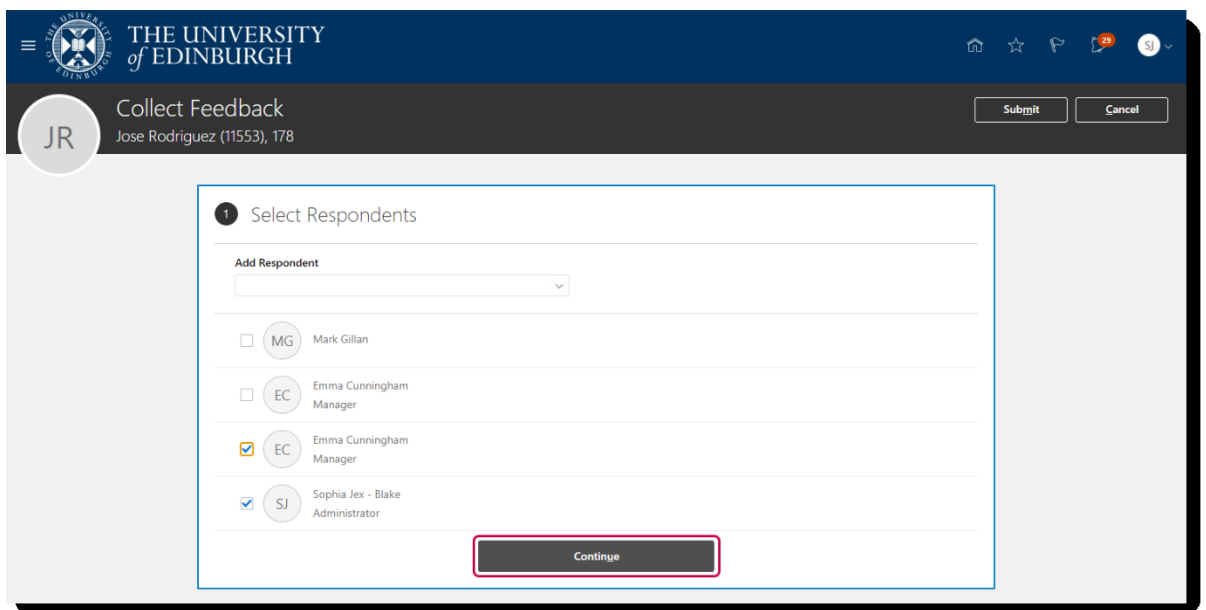


5. Click the **Action** button and select **Collect Feedback** in the menu.



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**.

The screenshot shows the 'Collect Feedback' interface for Jose Rodriguez (11553), 178. The interface is titled 'Collect Feedback' and includes a 'Submit' and 'Cancel' button. The main content area is divided into three sections: '1 Select Respondents', '2 Select Interview Questionnaire', and '3 Include Documents'. The '2 Select Interview Questionnaire' section is highlighted with a blue border. It contains an 'Add Questionnaire' dropdown menu, a checked checkbox for 'Interview Feedback Questionnaire' (with the subtext 'Provide a record of the interview outcome for each candidate.'), and a table with columns 'Questionnaire Code' and 'Folder'. The 'Questionnaire Code' is 'INT_FEEDBACK' and the 'Folder' is 'Interview Feedback'. A 'Continue' button is highlighted with a red box at the bottom of the section.

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

The screenshot shows the 'Collect Feedback' interface for Jose Rodriguez (11553), 178. The interface is titled 'Collect Feedback' and includes a 'Submit' and 'Cancel' button. The main content area is divided into three sections: '1 Select Respondents', '2 Select Interview Questionnaire', and '3 Include Documents'. The '3 Include Documents' section is highlighted with a blue border. It contains a message 'There's nothing here so far.' and a 'Continue' button highlighted with a red box.

9. In section **4 Request Details**:
- Click on the calendar icon to change the **Expiration Date** if required
 - Enter a **Note to Respondents** (optional)
 - 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 \(DEV3\) <elxw-dev3.fa.sender@workflow.mail.em3.oraclecloud.com>](mailto:elxw-dev3.fa.sender@workflow.mail.em3.oraclecloud.com)
Thu 08/10/2020 16:37
To: WILSON Dor [REDACTED]

Hello Sophia Jex - Blake ,

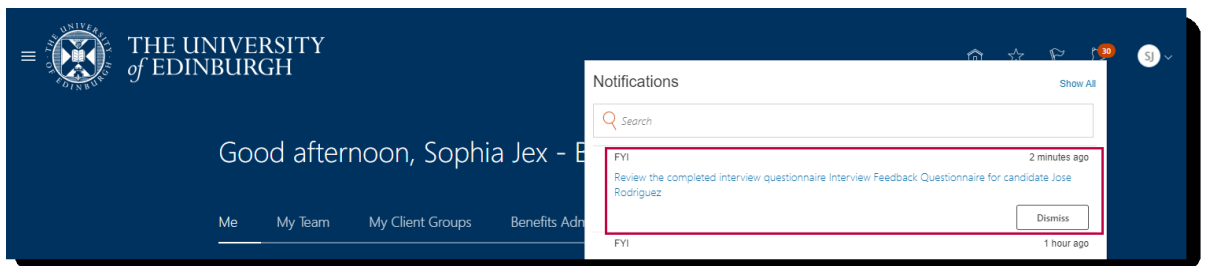
The following interview questionnaire was completed and is ready for your review.

Interview Questionnaire: Interview Feedback Questionnaire
Job Requisition: Trainer - 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