

QUICK PROCEDURE

CHOOSE RATERS FOR JOB REVIEW (INTERVIEW) STEP

- 1 Login to Insight OHC
- 2 From the Dashboard screen, look for the job in the My Requisitions section
- 3 Click Job Title
- 4 Requisition Detail shows
- 5 Click "Hire Workflow" tab
- 6 Click "Customize Workflow" button
- 7 Click Edit (pencil icon) on the Interview step line
- 8 Raters - type name or click search icon to find raters
- 9 Choose raters by clicking checkbox next to name
- 10 Click "Done" when finished
- 11 Save & Continue
- 12 Save & Close
- 13 Close "Customize Workflow"
- 14 return to Dashboard

COMPLETE RATINGS AS A RATER

- 1 Login to Insight OHC
- 2 From the Dashboard screen, look for jobs under the My Tasks section
- 3 Click on the job to rate candidates
- 4 The Unreviewed tab should be highlighted
- 5 Click Candidate name to review the application
- 6 Click the Rate button to rate the Candidate
- 7 Hover and choose stars or enter score/percentage (depends on method chosen by Hiring Manager)
- 8 Enter comments and click "Submit My Rating" button
- 9 Repeat for all Candidates assigned to rate
- 10 You can review the ratings by clicking the Reviewed tab and navigating through the Candidates
- 11 The Hiring Manager will be able to see all reviewers' ratings