Creating an Interview Evaluation

In this topic, you will learn the steps to create an interview evaluation in OMNI. It is required to create and submit an evaluation for each interviewed candidate, as well as multiple evaluations if the candidate was interviewed more than once. You will learn how to input the data and how to review the evaluation after submission.

**Key Information:**
Job Opening ID Interview Date/Type
Applicant’s Ratings/Recommendation
Applicant Records Retention Information

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Start by going to, <a href="https://my.fsu.edu">https://my.fsu.edu</a> and sign into OMNI with your FSUID and password. Click the <strong>HR Icon</strong>.</td>
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<tr>
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| 2.   | Click on **Main Menu** > **Recruiting** > **Search Job Openings**  
Enter the appropriate **Job Opening ID** number & click **Search**. |
Step | Action
--- | ---
3. | Click the Job Opening title link.
4. Find the desired applicant in the list shown to create an interview evaluation. Across from their name, click **Other Actions > Recruiting Actions > Create Interview Evaluation**
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<tbody>
<tr>
<td>5.</td>
<td>Enter or Select the <strong>Interview Date</strong>.</td>
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</table>

**Interview Evaluation**

![Evaluation Form](image)

- **Name**: Susie Semnoe
- **Applicant ID**: 123456
- **Status**: 010 Active

**Evaluation**

- **Interview Date**: 12/16/2015
- **Interview Type**: 

**Recommendation**

- **Overall Rating**: 
- **Recommendation**: 
- **Comments**: 

![Submit, Save as Draft, Return buttons]
<table>
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<td>6.</td>
<td>Click the drop down menu for <strong>Interview Type</strong> &amp; choose the appropriate type from list shown.</td>
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**Interview Evaluation**

<table>
<thead>
<tr>
<th>Submit</th>
<th>Save as Draft</th>
<th>Return</th>
</tr>
</thead>
</table>

**Name**: Suse Semnoe

**Applicant ID**: 123456

**Status**: 010 Active

**Interview**

- **Interview Date**: 12/16/2015
- **Interview Type**: 
  - Campus
  - Inhouse1
  - Inhouse2
  - Inhouse3
  - Phone

**Recommendation**

- **Overall Rating**
- **Recommendation**
- **Comments**
7. Under the **Interview Ratings** column, select the applicant's rating from the drop down menu for all categories listed: **Communication Skills, Education/Training, Technical Skills, and Work Experience**. Note: there is only one system rating category for Faculty evaluations (Overall Qualifications).

If desired, enter job-related notes in the comment fields. **Do not make any comments that may be interpreted as discriminatory.**
8. Use the drop down menu to select the applicable **Overall Rating**. Leave the **Recommendation** blank. Enter any job-related comments in the **Comments** area.
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<tr>
<td>9.</td>
<td>Click the <strong>Submit</strong> button.</td>
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</tbody>
</table>

**NOTE:** The interview evaluation must be submitted in order to be considered complete. Use the **Save as Draft** button to save your work for completion at a later time. To return to a saved interview evaluation, click on the applicant’s name from the pool then the **Interview Evaluation** link.
Congratulations!
You have completed this topic.

Questions on this procedure? Contact your assigned Employment Recruiter.

Last updated 8/9/16