To set up a system that rates job seekers from one to five stars, here are some simple steps to follow:

### 1. \*\*Make Clear Rules for Scores\*\*

- \*\*Skills Match\*\*: Check if the person's skills match the job needs.

- \*\*Experience\*\*: Look at how much and what kind of work experience they have.

- \*\*Fit In\*\*: Think about if the person would work well with the team.

- \*\*Soft Skills\*\*: Rate their communication and teamwork.

- \*\*Education\*\*: Consider their schooling related to the job.

Give different importance to these parts based on the job.

### 2. \*\*Use a Simple Form\*\*

- Create an easy form for people who are rating the candidates. This form should explain each part clearly.

### 3. \*\*Teach the Raters\*\*

- Make sure everyone who rates candidates knows how to do it the same way. This helps in keeping the ratings fair.

### 4. \*\*Get More Opinions\*\*

- Have a few people review each candidate. This helps in making the rating fairer. Combine their scores to get a final rating.

### 5. \*\*Give Feedback\*\*

- If possible, let candidates know their scores and how they can improve. This is helpful and fair to them.

### 6. \*\*Follow the Law\*\*

- Make sure your rating system is legal. It shouldn't be unfair to anyone.

### 7. \*\*Use Scores Wisely\*\*

- Use the star ratings as one of many tools to decide who to hire. It's just part of the process.

### 8. \*\*Check and Improve Your System\*\*

- Always look for ways to make your rating system better. Listen to feedback from candidates and raters.

This system can help make hiring decisions clearer and fairer. But, it's important to keep working on it to make sure it works well for everyone.