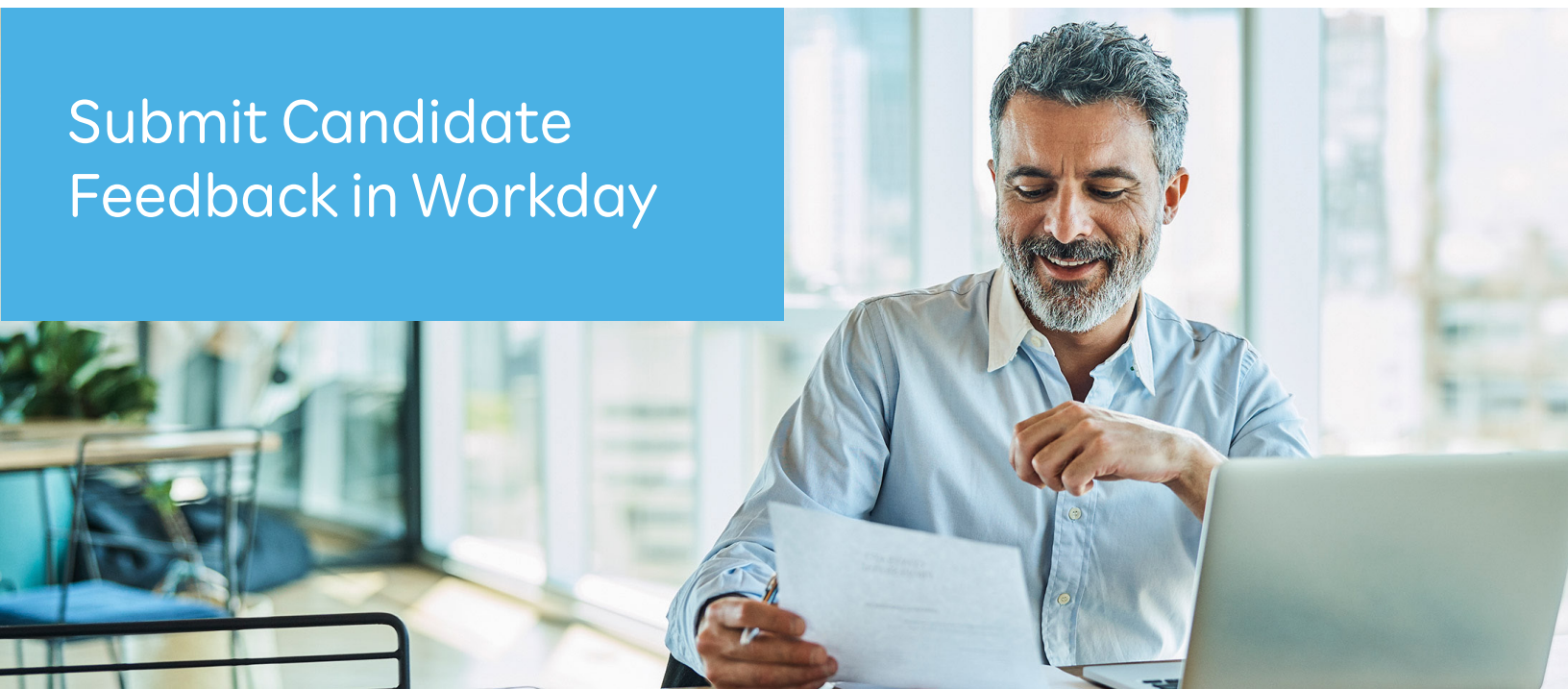




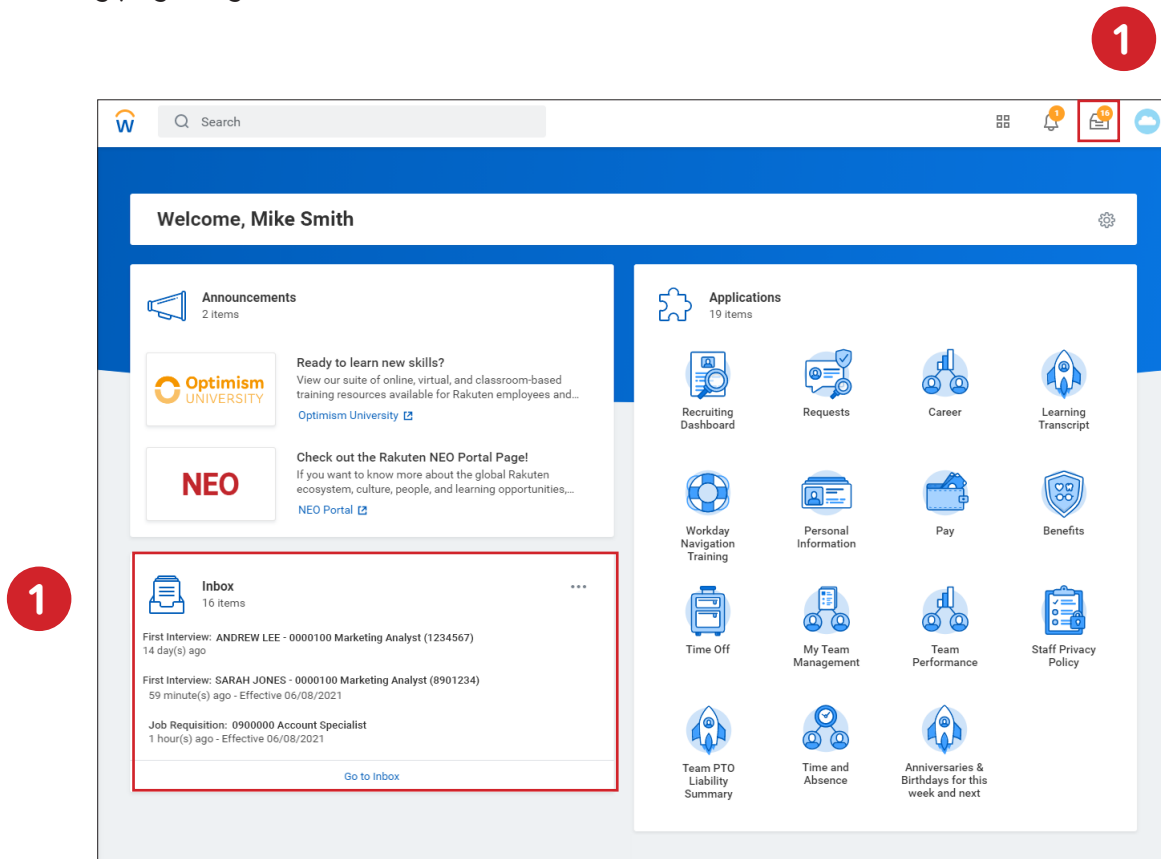
Submit Candidate Feedback in Workday



Submitting Candidate Feedback in Workday

Once a candidate's interview is finished, interviewers should look for the Interview Feedback task in their Workday inbox to complete and submit candidate feedback.

Log in to Workday and click either the **Inbox icon** at the top, right on the main landing page or go to the **Inbox** below the announcements.



Under the Actions tab in your Inbox, click the first drop-down menu and select **Viewing Interviews**.

Select and click on the **candidate and corresponding interview** from the list. The feedback form displays in the right pane.

Enter your feedback in the fields. Click **Submit** when finished.

Inbox

Actions | Archive

Viewing: All | Sort By: Newest

First Interview: ANDREW LEE - 0000100 Marketing Analyst (1234567) 14 day(s) ago

Give Interview Feedback

14 day(s) ago

ANDREW LEE

For: 0000100 Marketing Analyst

+1 (111) 2345678 (Mobile)

andrew.lee@yahoo.com

Stage: First Interview | Hiring Manager: Maria Gonzales

Source: Career Websites -> Rakuten Career Site | Recruiter: Tim Brown

Interview Feedback

Interview Details

Time Zone: GMT-05:00 Eastern Time (Toronto)

Start Time: 06/02/2021 11:00 AM

End Time: 06/02/2021 11:30 AM

Notes: 1st round

Additional Questions

Interview - Key Takeaways / Recommendation

Key Takeaways / Recommendation

Pro's (Required)

Con's (Required)

Would you recommend advancing this candidate to the next stage? (Required)

☐ Strong Yes

☐ Yes

☐ No

☐ Definitely Not

Overall Feedback

Overall Comment

enter your comment

Process History

Maria Gonzales

Give Interview Feedback for ANDREW LEE - 0000100 Marketing Analyst (1234567) by Maria Gonzales - Awaiting Action

Submit | Save for Later | Cancel