

Enhanced Panel Review

How to use the enhanced Panel Review functionality.

Introduction

The New Enhanced Panel review provides more convenient and intuitive Panel Review step management, thanks to the clear and organised display of necessary information. Styling of the application is aligned with the new User Experience.

As a step of the selection process, the Panel Review feature is enhanced with additional functionality. Panel Lead and Panel Members can now provide, beside the feedback report, rating and evaluation comments for each of the candidates. This powerful new tool helps to easily review applications and provide the necessary feedback.

This introduces new useful features:

- ✦ Candidate rating (scale 1-5)
- ✦ Sorting candidates by rating
- ✦ Collaborative candidate rating, including feedback and ratings from additional Panel Members and experts

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Throughout the guide, you will see the following icons which indicate the WMJobs Team's recommendations which will help you with all your [title] queries.



Top tips



Important Information



Best Practice

1. Activation and Setup

Activation in Selection Process

The step type Panel Review must be selected for one of your selection process steps

New Column in the Applicant List

We added a new column in the Applicant List, called Overall Rating. This column shows the average rating obtained by the applicant in the Panel Review. You can also see how many reviewers are assigned and how many of them have already provided feedback.



Users need to manually add this column to the list of visible columns from the Applicant List columns configuration

	CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS	STATUS OF SELECTED STEP	OVERALL RATING
	Filter Column	Filter Column		Filter Column	Filter Column	Filter Column		Filter Column
	Trebor, Robert			24/01/2018	Talentlink	In Process	-	★★★★★ 2/3 Rates
	Kowalska, Malgorzata			23/01/2018	Talentlink	In Process	-	★★★★☆ 3/3 Rates
	Price, Greg			23/01/2018	Talentlink	In Process	-	★★★★☆ 3/3 Rates
	Tomczyk, Michal			23/01/2018	Talentlink	In Process	-	☆☆☆☆☆ 1/2 Rates

This column can be sorted and filtered by Panel Review rating:

OVERALL RATING

Filter Column

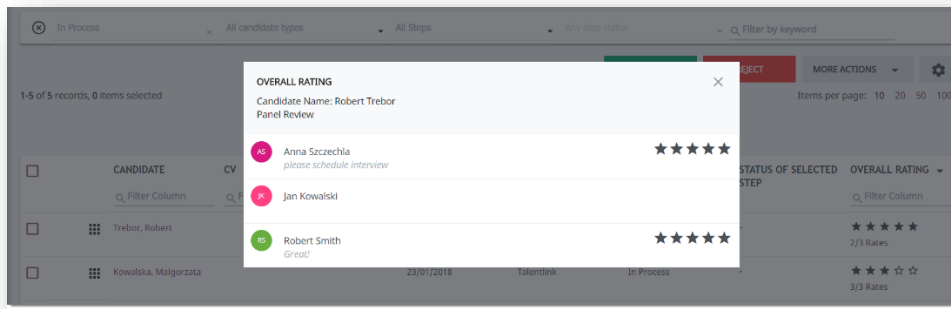
MINIMUM VALUE
Enter numeric val

MAXIMUM VALUE
Enter numeric val

FILTER

3/3 Rates

You can also click a candidate's rating to preview a window with the Panel Lead name, Panel Members list, their ratings and comments.



2. Options available for Panel Members to see each other's ratings and comments

Starting the Panel Review Step

When starting the Panel Review step, the Panel Lead will see a new option: **Members can see each other's ratings and comments**. If this is not selected, Panel Members will not see the central blue rating panel in the middle of the Candidate Review page.

By default, this setting is not selected, and Panel Members cannot see each other's ratings and comments.

ASSIGN PANEL REVIEW
Greg Price for Mobile Applications Developer

ASSIGN STEP

Due Date 31/01/2018

Schedule date

Receive notification when complete ☒ Yes ☐ No

From Anna Szczechla (anna.szczechla@lumesse.com)

Assign to (required)

Panel Review
Min members 1
Max members 5

☒ Members can see each other's ratings and comments

Use an Email Template

You can change the default value in the **Selection process configuration > Panel Configuration**.

Panel configuration

Min members *

Max members *

Upper limit: 30

Minimum number of feedback *

Panel Feedback *

Communication Template *

☐ Members can see each other's ratings and comments

Default Members

Recruiter 1
Recruiter 2
Recruiter 3
Hiring manager

[Add User](#)

With this option selected at the start of the Panel Review, the Panel Members will see the **Submitted Reviews** section when they review submitted applicants.

SUBMITTED REVIEWS		
2/5 reviews		
	RATING	SCORE
	★★★★☆	76
PM Participantus Majoris		
NR Nigel Roger <i>Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.</i>	★★★★☆	84
GN Gerard Nigel		
GU Greta Unka <i>OK</i>	★★★★☆	68
UP Urbanus Quintus		

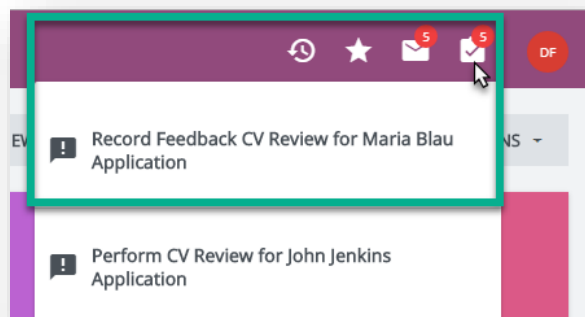
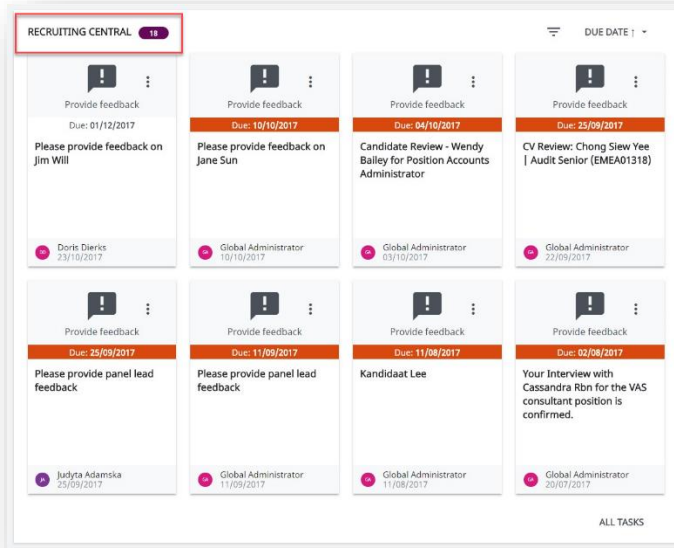
3. Reviewing and Providing Ratings and Comments

When enhanced Panel Review is activated, the Panel Lead and Panel Members will have access to the new functionality.

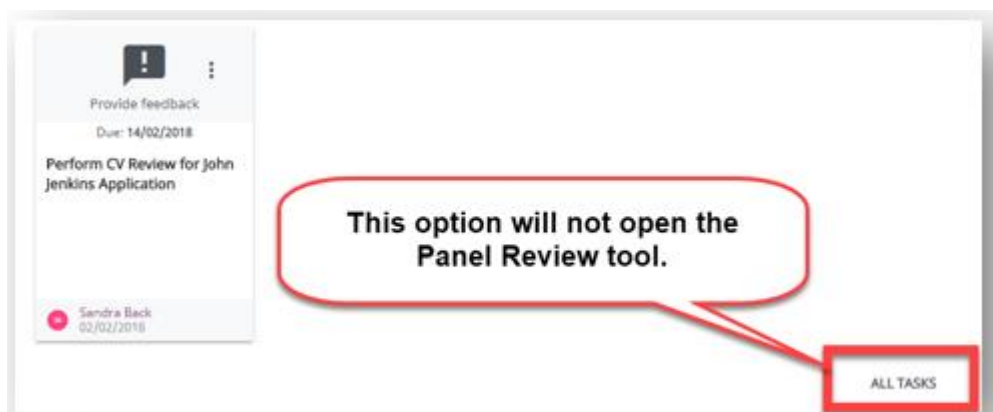
If you click:

- ✦ a Panel Review task tile in the Recruiting Central (Dashboard) or
- ✦ a Panel Review task in the Recruiting Central list (top bar)

As a Panel Lead or a Panel Member, you will see the new tool allowing to review the applications submitted to you for a Panel Review step.



These enhancements are not compatible with All Tasks list. When a task is accessed via All Tasks button (in the lower right corner of the Recruiting Central field) > Communication Center page, this will open the task details and not the enhanced Panel Review tool.



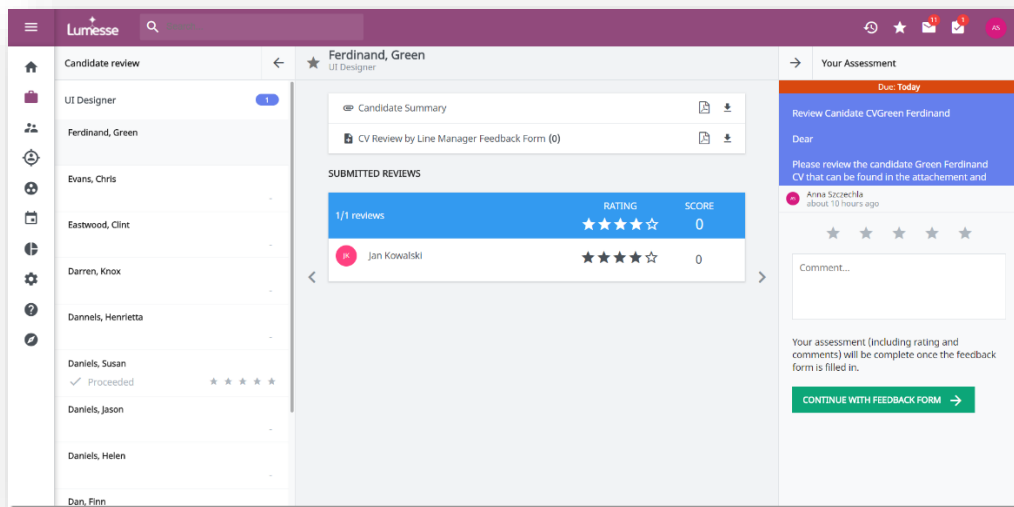
4. Reviewing applications in the updated view

The first time you access the candidate review tool, you will be presented with a welcome message and will be invited to take a Guided Tour or start reviewing the candidates. After watching the Guided Tour, the candidate review page will be displayed to you.



You can always come back to the guided tour from the dynamic left menu, under the compass icon (Guided Tour).

After accessing the new Candidate Review page, you will see the workspace divided into three main panels.



Actions available from the left expansion panel:

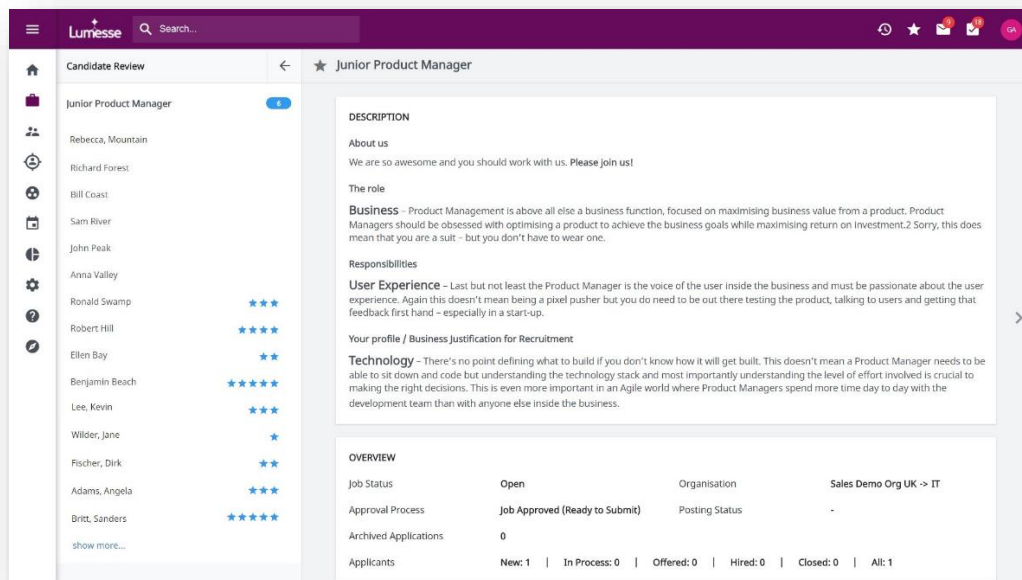
View number and list of all candidates for whom the Panel Review step was assigned.

- ◆ Active candidates are displayed above the reviewed candidates.
- ◆ The first candidate from the list is selected.

View the job name and expand this field to see the job summary.

The following information is available (depending on the user's roles and rights):

- ◆ Job Title
- ◆ Job Description
- ◆ Overview – this includes Approval process step and status, Posting status and Applicants counters; you can click and access the applicant list pre-filtered by the application status
- ◆ Administrative Data
- ◆ Contract Data
- ◆ Recruiting Team
- ◆ Operational Team
- ◆ Approvers Team

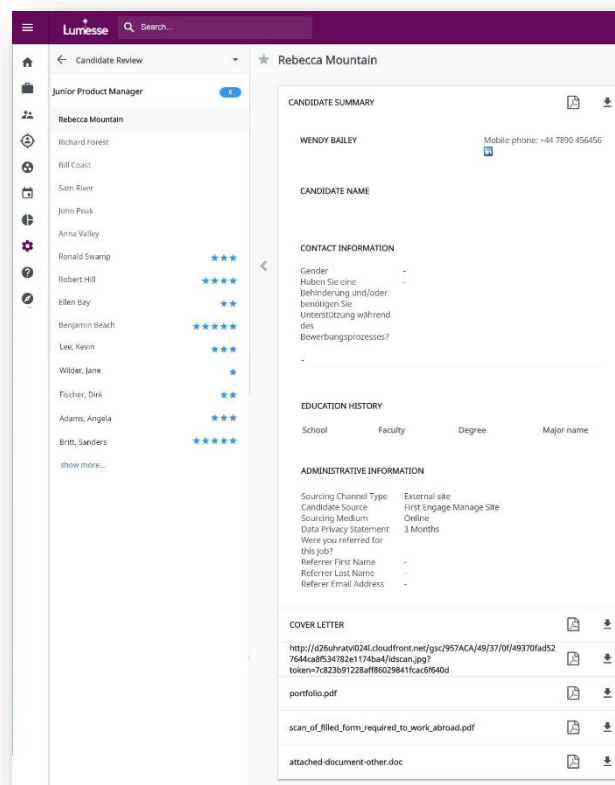


- ✦ View your candidate ratings – for the Panel Members.
- ✦ View your candidate ratings + decision made (proceed/on hold/reject) – for the Panel Lead.

Actions available from the central panel:

View the candidate information:

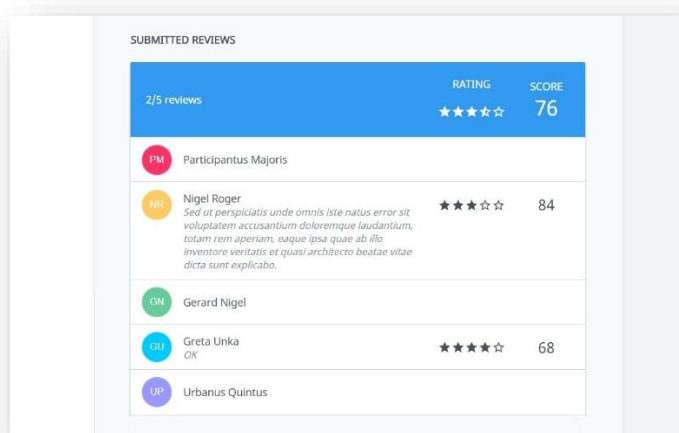
- ✦ Applicant name
- ✦ Candidate Summary
- ✦ List of all Application documents (candidate pack, documents submitted by the applicants, feedback reports from selection process steps)



- ✦ Edit candidate documents – for the users with specific rights to do so.
- ✦ Change currently previewed candidate, using arrow keys.

To change candidate on mobile devices, swipe left/right.

- ✦ Add candidate to favorites by marking the star next to their name in the upper left corner.
- ✦ View candidate rating and their overall score, if you are the Panel Lead or the function has been enabled for Panel Members.



SUBMITTED REVIEWS		RATING	SCORE
2/5 reviews		★★★★☆	76
PM	Participantus Majoris		
RR	Nigel Roger <i>Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.</i>	★★★★☆	84
EN	Gerard Nigel		
GU	Greta Unka OK	★★★★☆	68
UP	Urbanus Quintus		

Actions available from the right expansion panel:

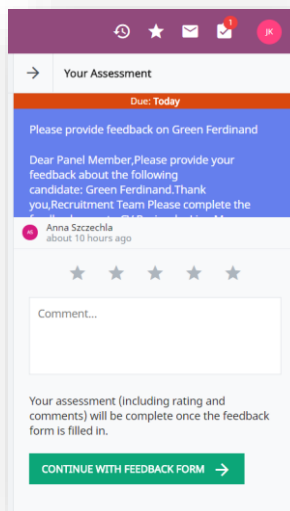
- ✦ View the task description (who sent the task, who and when created it).
- ✦ Add your own rating (1-5 stars) and optionally a comment.
- ✦ Please note that after saving your rating and comment they cannot be modified.

Click Continue with Feedback Form button to proceed to the Feedback Form and:

- ✦ save your rating and comment – for the Panel Members; or
- ✦ choose among 3 available actions: proceed/put on hold/reject – for the Panel Lead.

5. How to provide feedback as a Panel Member

After reviewing the applicant information and documents, in the right area you can provide your rating for the applicant and the evaluation comment. Click the green Continue with Feedback Form button to proceed to the Feedback Form.

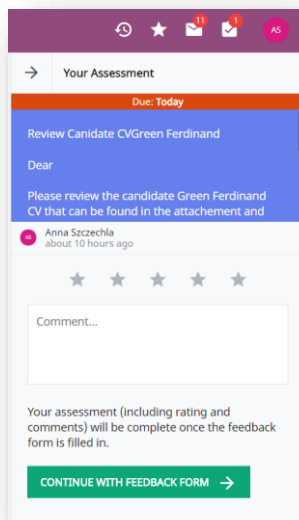


After this:

- ✦ You cannot change the rating, the review comment and the feedback report.
- ✦ Your rating and review comment remain visible in the right area, and your rating will be also displayed in the list of applicants, on the right of the applicant name.
- ✦ The feedback report will become available as a document in the list of applicant's documents.

6. How to provide feedback as a Panel Lead

After reviewing the applicant information and documents, in the right area you can provide your rating for applicant and the evaluation comment. Click the green Continue with Feedback Form button to proceed to the Feedback Form.



If you are asked to provide a decision, in the Feedback Form you will see three buttons:

- ✦ Proceed
- ✦ Put on Hold
- ✦ Reject

Click Proceed or Reject to complete the review for the applicant.

Your rating will then be displayed in the list of the applicants on the right of the applicant name.

PROCEED

Proceed: if your process is set up to 'Start next step', the next selection process step is submitted if all conditions to start automatically are met.

After this:

- ✦ You cannot change the rating, the review comment and the feedback report.
- ✦ Your rating and review comment remain visible in the right area, and your rating will be also displayed in the list of applicants, on the right of the applicant name.
- ✦ The feedback report will become available as a document in the list of applicant's documents.

REJECT

Reject: if your process is set up to automatically reject applicants, the applicant will be rejected according to the selection process configuration.

After this:

- ✦ You cannot change the rating, the review comment and the feedback report.
- ✦ Your rating and review comment remain visible in the right area, and your rating will be also displayed in the list of applicants, on the right of the applicant name.
- ✦ The feedback report will become available as a document in the list of applicant's documents.

PUT ON HOLD

Put on Hold: your rating and review will be saved, and you will be able to change them and select **Proceed/Reject** later.

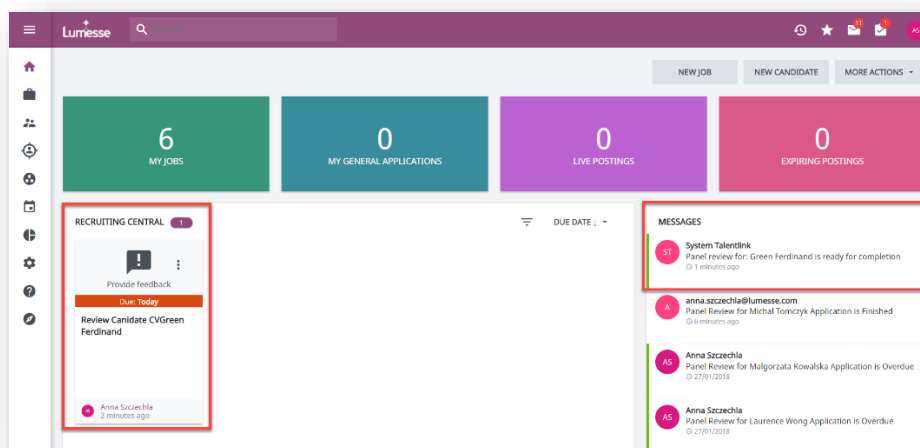
The screenshot shows a review interface for an applicant named 'Goku Son', with a timestamp 'about 12 hours ago'. At the top, there are five stars, with the first three filled and the last two empty. Below the stars is a large empty text box for a review comment. Underneath the text box, a message states: 'Your assignment has been already completed, applicant is put on hold'. At the bottom of the interface, there are two buttons: a green 'PROCEED' button and a red 'REJECT' button.

If you are not asked to provide a decision, click the green **Continue with Feedback Form button** and complete the review for the applicant. In the list of applicants, your rating will be displayed on the right of the applicant name.

After this:

- ✦ You cannot change the rating, the review comment and the feedback report.
- ✦ Your rating and review comment remain visible in the right area, and your rating will be also displayed in the list of applicants, on the right of the applicant name.
- ✦ The feedback report will become available as a document in the list of applicant's documents.

After all ratings for the candidate are provided by the required Panel Members, the Panel Lead gets notified that the step is ready to be completed. The notification appears in the **Messages** panel. To navigate to the Candidate Review page, click this notification.



7. Overall Rating and Comments on the Applications Page

You can also view the new rating on the page **Candidate > Applications > Zoom on**. If the enhanced Panel Review functionality is active, the average rating obtained by the applicant in the Panel Review will be visible on that page. Click the stars to see the ratings and comments provided by the Panel Lead and Panel Members.

