

# **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.



# 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

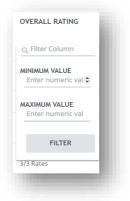
We added a new column in the Applicant List, called Overall Rating. This column shows the average rating obtained by the applicant in the Panel Review. You can also see how many reviewers are assigned and how many of them have already provided feedback.



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

IOR	ONTENT	JOB APPROVAL	DOCESS MATCH	ING CANDIDATES	POSTING	SELECTION / HIRING	INTERVIEW SCHEDL		
	n Process		All candidate types		All Steps	Any step sta	_	Q Filter by keyword	
							PROCEED	REJECT MORE	ACTIONS -
1-5 of 5 r	cords, <b>0</b> it	ems selected		IK	< page 1 / 1 >	>  Go to page	•	Items per	page: <b>10</b> 20 50 1
		CANDIDATE	CV	CANDIDATE	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS	STATUS OF SELECTED	OVERALL RATING
		Q Filter Column	Q Filter Column	_	Q Filter Column	Q Filter Column	Q Filter Column	510	Q 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	-	**

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



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

-E of E roco	ords. 0 items selected		VERALL RATING			×		ACTIONS - 🗱
	nua, o nema-selecteu		andidate Name: Robert Trebo anel Review	r			itens per	
		6				****		
	CANDIDATE	CV	please schedule interview				STATUS OF SELECTED	OVERALL RATING 👻
		<u> </u>	Jan Kowalski				JILF	
	Trebor, Robert	•	Robert Smith			****		★ ★ ★ ★ ★ 2/3 Rates
	Kowalska, Malgor	zata	507 4585B	23/01/2018	Talentlink	In Process		★ ★ ★ ☆ ☆ 3/3 Rates

# **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 STEP	
Due Date	dd/mm/yyyy 31/01/2018
Schedule date	dd/mm/yyyy
Receive notification when complete	• Yes
	O No
From	Anna Szczechla (anna.szczechla@lumesse.com)
Assign to (required)	Szczechla Anna 🗸
Panel Review Min members 1 Max members 5	ADD
	Members can see each other's ratings and comments

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

Panel configuration		
Min members	3	*
Max members Upper limit: 30	5	*
Minimum number of feedback	2	*
Panel Feedback	Panel Me	ember Feedback 🔭 🖉 🔍
Communication Template	Panel Re	eview - Panel member con *
	O Memb	bers can see each other's ratings and comments
Default Members	Recruite	er 1
	Recruite	er 2
	Recruite	er 3
	Hiring m	nanager 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.

		RATING ★★★☆☆	score 76
РМ	Participantus Majoris		
NR	Nigel Roger Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo imentore veriatis et quasi architecto beatae vitae dicta sunt explicabo.	★★★☆☆	84
GN	Gerard Nigel		
GU	Greta Unka OK	****	68
UP	Urbanus Quintus		

# 3. Reviewing and Providing Ratings and Comments

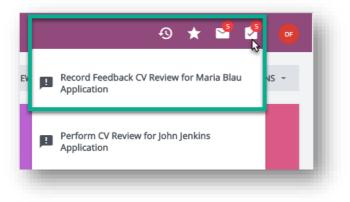
When enhanced Panel Review is activated, the Panel Lead and Panel Members will have access to the new functionality.

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.

<b>1</b> :	<b>1</b>	<b>1</b>	<b>1</b> :
Provide feedback	Provide feedback	Provide feedback	Provide feedback
Due: 01/12/2017	Due: 10/10/2017	Due: 04/10/2017	Due: 25/09/2017
Please provide feedback on Jim Will	Please provide feedback on Jane Sun	Candidate Review - Wendy Bailey for Position Accounts Administrator	CV Review: Chong Siew Yee   Audit Senior (EMEA01318)
Doris Dierks 23/10/2017	Global Administrator 10/10/2017	Global Administrator 03/10/2017	Global Administrator 22/09/2017
Provide feedback	Provide feedback	Provide feedback	Provide feedback
Due: 25/09/2017	Due: 11/09/2017	Due: 11/08/2017	Due: 02/08/2017
Please provide panel lead feedback	Please provide panel lead feedback	Kandidaat Lee	Your Interview with Cassandra Rbn for the VAS consultant position is confirmed.
Judyta Adamska 25/09/2017	Global Administrator 11/09/2017	Global Administrator 11/08/2017	Global Administrator 20/07/2017
			ALL TASKS





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.

Candidate review	~	*	Ferdinand, Green UI Designer				→ Your Assessment
UI Designer							Due: Today
OI Designer	-		Candidate Summary		ß	*	Review Canidate CVGreen Ferdinand
Ferdinand, Green			CV Review by Line Manager Feedba	ck Form (0)	ß	<u>*</u>	Dear
Evans, Chris			SUBMITTED REVIEWS				Please review the candidate Green Ferdinand CV that can be found in the attachement and
				RATING	SCORE		<ul> <li>Anna Szczechla about 10 hours ago</li> </ul>
Eastwood, Clint			1/1 reviews	*****			* * * * *
			Jan Kowalski	*****	0		
Darren, Knox		<	-				> Comment
Dannels, Henrietta							
Daniels, Susan							Your assessment (including rating and comments) will be complete once the feedbar form is filled in.
✓ Proceeded ★ ★	* * *						ionnis medin.
Daniels, Jason							CONTINUE WITH FEEDBACK FORM $\rightarrow$
Daniels, Helen							
Dan, Finn	_						

#### 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

ł.	Candidate Review	~	🛨 Junior Product Manager
	Junior Product Manager Rebecca, Mountain Richard Fores: Bill Coast Sam River John Peak Anna Valley Ronald Swamp Robert Hill Ellen Bay Bengamin Beach Lee, Kevin	*** **** **** ***	DESCRIPTION About us We are so awesome and you should work with us. Please join us! The role Business – Product Management is above all else a business function, focused on maximising business value from a product. Product Managers should be obsessed with optimising a product to achieve the business goals while maximising return on Investment.2 Sony, this does ment hay ou are a suit – but you don't have to wear one. Responsibilities User Experience – Last but not least the Product Manager is the voice of the user inside the business and must be passionate about the user sepreince. Again this doen't mean being a pixel pusher but you don edd to be out there testing the product, talking to users and getting that feedback first hand – egerclaidly in a start-up. Your profile / Business Justification for Recruitment Technology – There's no point defining what to build if you don't know how it will ge built. This doesn't mean a Product Manager needs to be add most importantly understanding the level of effortune theorement is a to advise the technology stark and most importantly understanding the level of effortune theorement is a due to the development team than with anyone else inside the business.
	Wilder, Jane Fischer, Dirk Adams, Angela Britt, Sanders show more	* **	OVERVIEW       Job Status     Open     Organisation     Sales Demo Org UK -> IT       Approval Process     Job Approved (Ready to Submit)     Posting Status     -       Archived Applications     0     -     -       Applicants     New: 1   In Process: 0   Offered: 0   Hired: 0   Closed: 0   All: 1

- 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)

← Candidate Review	*	*	Rebecca Mountain		
Junior Product Manager			CANDIDATE SUMMARY	B	<u>*</u>
Rebecca Mountain					
Richard Forest			WENDY BAILEY Mobile phone: +4	7890 456	156
Bill Coast					
Sam River			CANDIDATE NAME		
John Peak					
Anna Valley					
Ronald Swamp	***	2	CONTACT INFORMATION		
Robert Hill	****		Gender - Haben Sie eine -		
Ellen Bay	**		Behinderung und/oder benötigen Sie		
Benjamin Beach	****		Unterstützung während des		
Lee, Kevin	***		Bewerbungsprozesses?		
Wilder, Jane	*		-		
Fischer, Dirk	**				
Adams, Angela	***		EDUCATION HISTORY		
Britt, Sanders	*****		School Faculty Degree M	ajor name	
show more					
			ADMINISTRATIVE INFORMATION		
			Sourcing Channel Type External site Candidate Source First Engage Manage Site		
			Sourcing Medium Online Data Privacy Statement 3 Months		
			Were you referred for this job?		
			Referrer First Name -		
			Referer Last Name - Referer Email Address -		
			COVER LETTER	ß	+
			http://d26uhratvi024l.cloudfront.net/gsc/957ACA/49/37/0f/49370fad5	2	
			7644ca8f534782e1174ba4/idscan.jpg? token=7c823b91228aff86029841fcac6f640d	ß	<u>*</u>
			portfolio.pdf		<u>*</u>
			scan_of_filled_form_required_to_work_abroad.pdf	ß	<u>+</u>
			attached-document-other.doc	ß	<u>+</u>

- + 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.

		RATING ★★★☆☆	score 76
PM	Participantus Majoris		
NR	Nigel Roger Sed ut perspiciatis unde ornnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eque ipsa quae ab illo inventoro veritatis et quasi architecto beatae vitae dicta sunt explicabo.	★★★☆☆	84
GN	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.

	Your Assessment
	Due: Today
	se provide feedback on Green Ferdinand
ed Ind	Panel Member,Please provide your back about the following lidate: Green Ferdinand.Thank Recruitment Team Please complete the
A al	nna Szczechla bout 10 hours ago
	* * * * *
Coi	mment
m	assessment (including rating and ments) will be complete once the feedback is filled in.
С	

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.

>	Your Assessment
	Due: Today
Revi	ew Canidate CVGreen Ferdinand
CV ti	se review the candidate Green Ferdinand hat can be found in the attachement and
) A	nna Szczechla bout 10 hours ago
	$\star$ $\star$ $\star$ $\star$
Co	mment
om	assessment (including rating and ments) will be complete once the feedback is filled in.
	DNTINUE WITH 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**: 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:

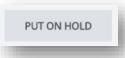
- You cannot change the rating, the review comment and the feedback report.
- Your rating and review comment remain visible in the right area, and your rating will be also displayed in the list of applicants, on the right of the applicant name.
- The feedback report will become available as a document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



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

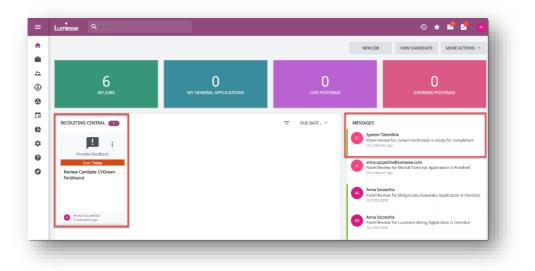
*	* *	☆	
ur assignment ha hold	as been already co	mpleted, ap	plicant is put
noiu			

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.

4	TREBOR ROBERT		
	CANDIDATE OVERVIEW	APPLICATIONS DOCUMENTS/CANDIDATE POOLS COST TRACKING	CANDIDATE HISTORY
	All Active	Zoom on 👻	
5	Submission for APPLICATION	DEVELOPER is In Process Since 24/01/2018	
	SELECTION STEPS	ADDITIONAL TASKS HIRING PROCESS ONBOARDING	
	Submission Details	Submission date: 24/01/2018 09:54 Europe/London by Szczechia Anna Sourcing Channel: Talentlink	
	O Prescreening	Closed (Szczechla Anna) Decision: Proceed	
		Closed (Szczechla Anna) Decision: Proceed ★★★★★ Panel Feedback: 1/2 (0)	_
	Panel Review	24/01/2018 12:26 Europe/London Created By Stczechia Anna 24/01/2018 12:25 Europe/London Created By Smith Robert	<ul> <li>CV Review by Line Manager Fee</li> <li>CV Review by Line Manager Fee</li> </ul>