




Hireserve Training Tip

Create Post-Interview Assessment Criteria

HMP Version 2.0 – October, 2021

1. Click **Live Jobs** tile or **Jobs**  on the menu bar.
2. Click on the **View job details** tile for posting to be shortlisted
3. Click **Options**  > **Assessment Criteria**.
4. Click  then use the drop-down box to select criteria (post-interview criteria starts with INT).
5. Tab to Stage column and select **Interview** for post-interview.
6. Tab to Assessment Score Basis column and select **Rating 0 to 3/User Defined** or **Met/Not Met**.
7. Tab to Essential/Desirable column and select **Desirable or Essential**.
8. Tab to Seq column and enter **number** for the order in which the criteria will be viewed.
9. Click **Back to Job Details** and **Save**.