










Hireserve Training Tip

How to Rate and Assess Candidate Documents

HMP Version 2.0 – October, 2021

1. Log in to [Hireserve Recruitment](#). Click on **Shortlists Have Candidates Awaiting Review** tile or **Shortlists** on the menu bar.
2. Click on **View candidates** of Job to be shortlisted.
3. Click the  vertical ellipsis of the first candidate to be reviewed and select **Rate Candidate**.
4. Review candidate's documents on **Rate Candidate** tab. Click on the  icon to open application documents.
5. Click the **Previous** or **Next** button to view additional documents. Click **X** to close the application. On the lower right-hand side of the screen, add comments, if necessary, for Search Committee Chair. Click .
6. Click or tab to **Assess Candidate** tab. Complete the candidate assessment on the right-hand side of the screen, adding comments if desired.
 - a. Use the drop-down box at the top to view the candidate's application documents. When complete, click  > .
7. Click **Decision**  and choose whether to progress , hold , or reject  the candidate.
8. Proceed through steps 3 to 7 until all applications have been assessed.



Use the sliders to move to the next page of applications

