

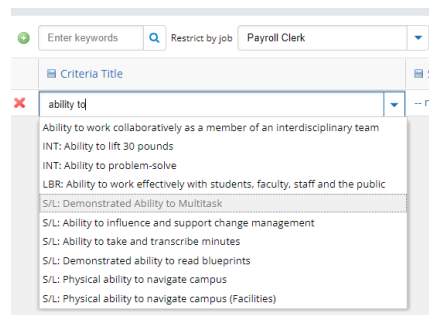
Hireserve Training Tip

How to set up Assessment Criteria

HMP Version 2.0 – October, 2021

1. Log in to [Hireserve Recruitment](#). Click on the **Live Jobs** tile or **Jobs** on the menu bar.
2. Select the job tile, click **View job details**
3. Select **Options** > **Assessment Criteria**
4. Click **+** to search and add assessment criteria based on posting requirements.
 - o Shortlist criteria start with S/L; Interview criteria start with INT.

TIP! Click and drag Criteria title to widen the view of the field—[Similar to navigating Excel].



5. Tab or click on Stage. Select **Application** (short-listing) or **Interview** (post-interview)
6. Tab or click on Assessment Score Basics, select **Rating 0 to 3/User Defined**.
7. Tab or click on Essential or Desirable criteria. Select **Desirable** if the criteria is preferred or nice to have, select **Met/Not Met** if the criteria is required or mandatory.
8. Tab or click in the Seq column, input the sequence **number** in which you would like the criteria to appear.
9. When the criteria is complete, click **Back to Job Details** > **Save**