

Hiring Manager Guide to the Interview Evaluation

When Career and Employment Services (CES) sets up a specific student for your job, you will receive an email message titled “**Interview Evaluation request for [student name]**” prompting you to take action.

Upon notification, navigate to: *myPugetSound > HR Hiring > Interview Evaluation.*

Steps to Complete the Interview Evaluation:

- On the Interview Evaluations page, click the **Evaluate Applicant** link.
- **To accept a student for employment:**
 - ◊ In the Recommendation section, in the Overall Rating field, select **Yes** to acknowledge that the student has been considered and you would like to extend an offer to the student
 - ◊ In the Recommendation field, select **020 Make Offer.**
 - ◊ In the Interview Ratings section, in the Interview Rating field, select **Yes.**
 - ◊ Click the **Submit** button.
- **To reject a candidate:**
 - ◊ In the Overall Rating field, select **No**
 - ◊ In the Recommendation field, select **110 Reject.**
 - ◊ In the Interview Ratings section, in the Interview Rating field, select **No.**
 - ◊ Click the **Submit** button.
- Visit the [Campus Supervisors](#) page and review the [Supervisor Responsibilities and Resources](#) to help you excel in your role as coach, mentor, professional role model, and administrator.

Completing the Interview Evaluation initiates the next step in the hiring process, which is for CES to create the student’s Offer Letter. Once the job is set up, you will be able to view vital job information and monitor the status of earnings by navigating to:

myPugetSound > HR Hiring > Student Job & Earnings.

Students who have completed the [I-9 form](#) and have accepted their Job Offer are authorized to begin working.