



## Use Star Ratings, Notes and Chat History!

After each conversation, you will get the chance to rate each candidate using a 5 star rating scale. Use this tool to help identify the top candidates. You can also view and edit each candidate's rating after the event by accessing your Chat History.

As a team, we have a standard star rating system so that all ratings are consistent across the board. After the event is over, we can download a Representative Ratings Report containing company wide ratings for every candidate.

### SAMPLE STAR RATINGS GUIDE

**1 Star:** *Not a fit for our company (Communication skill-set and professional exchange is not a fit, nor is their professional background).*

**2 Stars:** *Professionally not a fit for our company (While the candidate's communication skills are professional, their experience and background is not a fit for our company).*

**3 Stars:** *Would be a potential fit for our company, but no opportunity for the company today. We'll want to upload their profile and pipeline them.*

**4 Stars:** *Strong potential candidate we'd want to follow up with after the online event for more information and interview soon.*

**5 Stars:** *Strong potential candidate for something today. Move on them now.*

In addition to rating each candidate, you will have the opportunity to take notes about your conversation. Only you can view your notes, however, these notes will be critical in determining which candidates move forward in our interview process.

**Adequately using the star rating system and having clear notes about candidate interests, skill sets, and availability will help us identify top candidates and allow us to quickly follow up with them after the event, creating a great candidate experience and positively promote our brand!**