

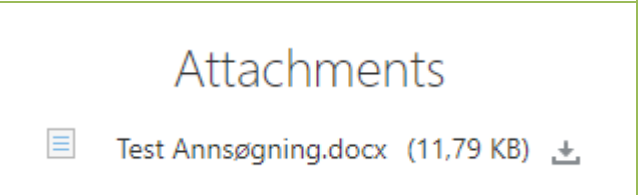
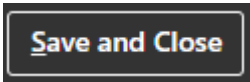
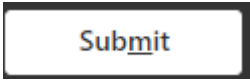


Navigation leaflet

3.4.5 Fill in the form for assessment/expert opinion

Job family	Academic	Technical/ administrative staff	D-VIP	D-TAP
<i>Business role</i>	<i>Chairperson of the assessment</i>	<i>Not relevant</i>	<i>Expert assessor</i>	<i>Not relevant</i>
<p>You will receive one email per candidate, which contains a link to the form where the assessment for the candidate must be entered. This navigation slip shows you how to open and fill in the form for assessment of or expert opinion on the candidate.</p>				
PHASE	EXPLANATION	NAVIGATION		
Open form	<p>Open form via link in email</p> <p><i>Or:</i></p> <p>Click the bell icon in the right corner and then click 'Fill out the interview questionnaire 'SDU – Complete the assessment for candidate (name)'</p> <p><i>You have received one email per candidate to be assessed.</i></p>	  <p>FYI: Complete the interview questionnaire SDU General Assessment Committee Evaluation Questionnaire for candidate James Anderson</p>		
Review attachments	<p>In the Attachments section, you will find the candidate's application, CV and appendices.</p>			
Complete and save form	<p>Complete all sections of the form</p> <p>Click 'Save and Close' to save the form.</p> <p>You can access it again via the link in the email you received. Or on the job requisition under the 'Feedback' menu item</p>			
Submit form	<p>Click 'Submit'</p>			

*Once submitted, the form can no longer be edited.
The recruiter will automatically receive an email once you have submitted your assessment.
The completed assessment form is now also located on the candidate under 'Feedback' -> Click the three dots next to the assessment chairperson -> 'View Feedback'.*

