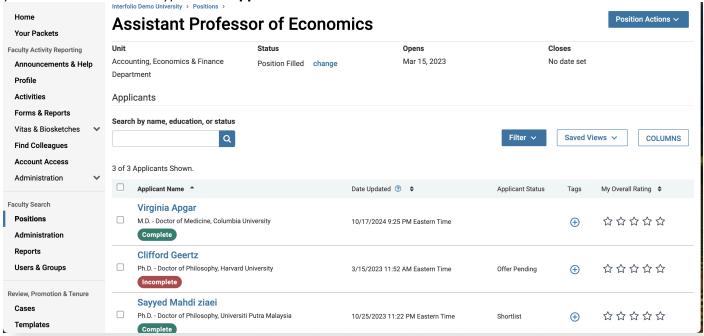If permitted by an institution or department, Evaluators can rate applicants using a straightforward 5-star scale based on criteria established by an administrator. These ratings can be assigned and viewed on the Applicant Profile page or within the Document Reader.

Depending on the institution's settings (whether blind review is enabled or disabled), Evaluators might have visibility into the ratings given by other Evaluators.
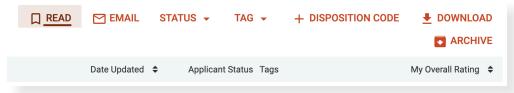
Zero-star ratings cannot be assigned.

Rate Applicants

1. Navigate to the **Positions** page and click the hyperlinked **Position** name to navigate to that position's page where you will click the desired hyperlinked **Applicant Name**.

Rate Applicants in Bulk

On this page you can also check the boxes next to the desired Applicant Names to rate and then click **Read** on the toolbar that appears.

This opens the document reader, where you can navigate between applicants using the arrows in the upper left corner and manage their ratings by clicking the **Ratings** button in the upper right corner.

2. On the applicant's page, scroll down to the **Ratings** section and hover over the **Stars** to rate the applicant.

If the search has been set up as a blind review, evaluators will only see their own ratings. If the permission is turned on at your institution, evaluators will also see the average committee rating under *Committee Summary.*

Please note that the Average star rating **cannot** be manually selected. This is automatically calculated based on the average of all individual section star ratings.

Was this article helpful?

Yes No Give feedback about this article

Related Articles

- Make Notes on Materials and Export Annotations
- Read and Evaluate Applications Using the Document Reader
- Establish Custom Ratings Criteria and/or a Blind Review
- Run an Applications Report