

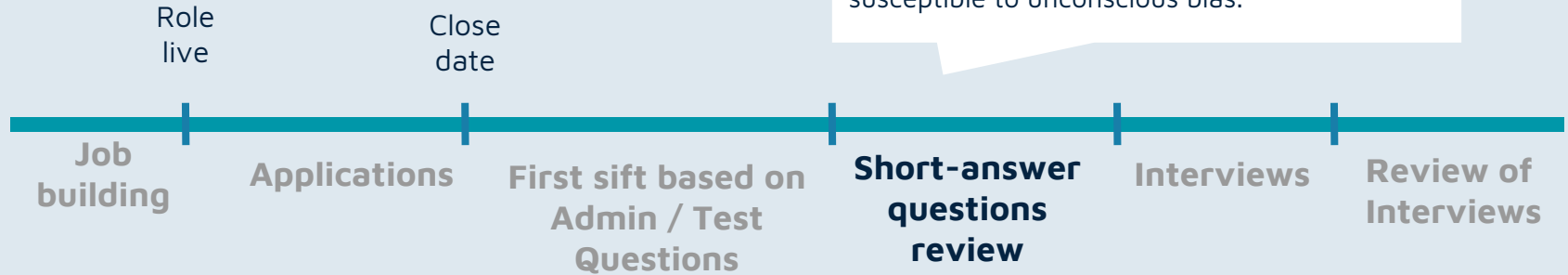


Quick guide

Manage the Review of Short Answers

When is this guide helpful?

Why it matters?



Applied shows the hiring team only the parts of each application that matter at any given time.

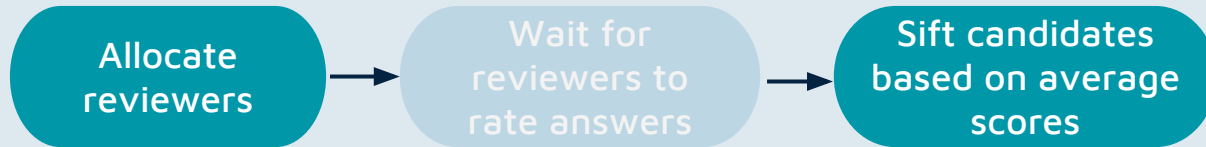
Hiring teams can focus on the quality of each answer without being distracted by candidates names, or where they went to school.

That makes hiring through Applied more predictive of success in the role, and less susceptible to unconscious bias.

* This is a general/reference hiring process supported by Applied that may vary across customers.

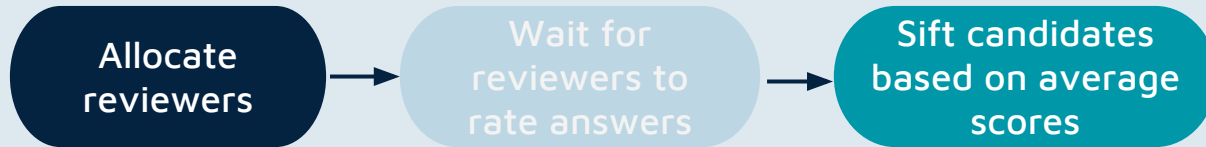
Manage reviews of short answers

Main moments



Manage reviews of short answers

Allocate reviewers



Manage reviews of short answers

Allocate reviewers

The screenshot shows the 'Candidates' page in the Applied recruitment system. A teal callout box points to the 'Blind-review these applications' option in the context menu. The page includes a sidebar with navigation options (Dashboard, Build, Manage to, Report) and a top navigation bar with 'Candidates' and 'Invite applicants' tabs. A table lists candidate details, and a context menu is open over the table, showing various actions like 'Mark as rejected', 'Write to them', 'Invite applicants to a LaunchPad RECRUIT video interview', 'Blind-review these applications', 'Invite to interview', 'Mark as hired', 'Un-mark as hired', and 'Reset test timer'. A '4 selected candidates' indicator is visible in the top right of the table area.

Select the candidates you decide to blind-review. Use this feature if you created short-answer questions.

Open to new applicants until 11:59pm, 15th Jan 2018

Include incomplete refresh data look at 4 selected candidates

- ✍ Mark as rejected, and write notification
- ✍ Write to them about something else
- 📺 Invite applicants to a LaunchPad RECRUIT video interview
- 🔍 Blind-review these applications
- 📅 Invite to interview
- ✅ Mark as hired
- ❌ Un-mark as hired
- ⌛ Reset test timer

date	test	reviews	interview	Admin questions	Identity	Notice period
22 Dec	3	n/a	n/a			Immediately
22 Dec	3	n/a	n/a			One month
22 Dec	2	n/a	n/a			Immediately
22 Dec	2	n/a	n/a			One month
22 Dec	1	n/a	n/a			Immediately
22 Dec	0	n/a	n/a			One month
22 Dec	0	n/a	n/a			One month
22 Dec	0	n/a	n/a			Immediately
22 Dec	0	n/a	n/a			One month
22 Dec	0	n/a	n/a			Two months

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Before going to the allocation window, let's see how it works

Let's say there are
3 applicants

You asked them
2 short-answer
questions

And to benefit from the wisdom
of the crowds, you want **3**
scores per answer, per candidate

That means
 $3 \times 2 \times 3 = 18$
**answers that should
be reviewed**

And now let's say there are:

3 reviewers

Then, each reviewer will score:

$18 / 3 = 6$ answers

4 reviewers

4-5 answers randomly distributed

6 reviewers

3 answers randomly distributed by the platform

Manage reviews of short-answer questions

Allocate reviewers

We are using the same numbers from the example (3 candidates, 2 questions, 3 reviews per answer)

Review 3 candidates

Here you can select how many reviews per answer you want

Ask your team for reviews per answer. Reviewers disagree, so we recommend 3 reviews per answer if time permits.

Name	Workload for this role	Assign reviews?
------	------------------------	-----------------

[add another reviewer](#)

We recommend asking 3 or more colleagues to help, ideally a mix of senior & junior.

✓ - relationship
junior to role
peer to role
senior to role

email

firstname

lastname

+ add

You can add reviewers here. They don't need to create an account.

Go to the 'Quick guide # 6 - Review Short-answer questions' to get their perspective.

cancel

deal out reviews to these team members

Manage reviews of short-answer questions

Allocate reviewers

Más visitados Itaú Learn Python | Cod... Events Archive | Ex... Job description Y... Mail - d.nino.17@ucl... Login to the portal UCL Moodle Applied | Uncover p... Applied Open to new applicants until indefinitely

Dashboard

Guide - Head of Growth Applied Candidates Invite

Candidates

You can check the [diversity report](#) as candidates

date	status	test	reviews
18 Apr	submitted	0	2.75
18 Apr	submitted	0	3.00
18 Apr	submitted	0	4.00

applied

Review 3 candidates

Ask your team for reviews per answer. Reviewers disagree, so we recommend 3 reviews per answer if time permits.

Name	Workload for this role	Assign review
John Hall	0/6	transfer to - resend link
Test 1 Test	6/6	replace this reviewer
Reviewer 3	6/6	

[add another reviewer -](#)

We recommend asking 3 or more colleagues to help, ideally a mix of senior & junior.

[cancel](#) [deal out reviews to these team members](#)

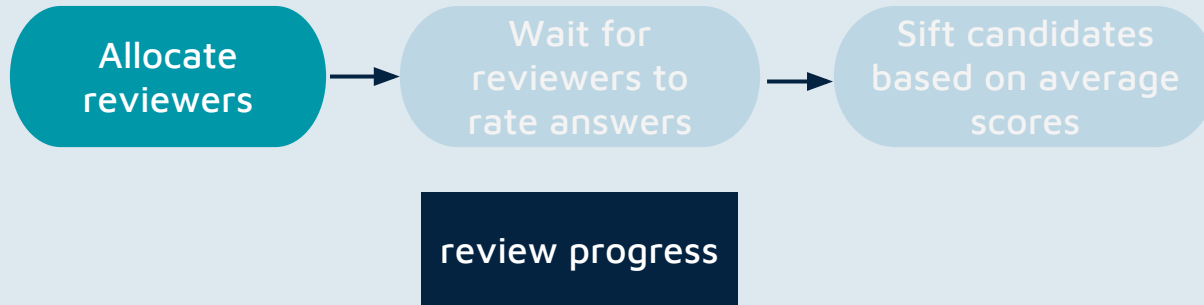
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You can resend link to reviewers. And you can also transfer answers if there is a reviewer who cannot review all of them.

After you have added reviewers, they will receive a link.

Manage review of short answers

Sift candidates based on average scores



Manage review of short answers

Sift candidates based on average scores

Dashboard

Build

Manage

Report

Guide - Head of Growth
Applied

Candidates

Invite applicants

Interview schedule

Open to new applicants until indefinitely

Candidates

You can check the [diversity report](#) as candidates apply

Show incomplete rejected [refresh data](#) [look at](#) 0 selected candidates

date	status	test	reviews	Admin questions	Identity	Contact
18 Apr	submitted	0	2.75	Notice period		
18 Apr	submitted	0	3.00			
18 Apr	submitted	0	4.00			

applied

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Here you can check scores per candidate, per question. Each column is a question. Each row is a score given by a reviewer. The number you see on the left is the total average score for all answers.

Manage review of short answers

Sift candidates based on average scores

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Candidates Invite applicants Interview schedule

Open to new applicants until indefinitely

Candidates

You can check the [diversity report](#) as candidates apply

Admin questions Identity Notice period

Show incomplete rejected [refresh data](#) [look at](#) 0 selected candidates

date	status	test	reviews	select all	Notice period
18 Apr	submitted	0	2.75	<input type="checkbox"/>	One month
18 Apr	submitted	0	3.00	<input type="checkbox"/>	Immediately
18 Apr	submitted	0	4.00	<input type="checkbox"/>	One month

[Interview schedule](#)
[Review progress](#)

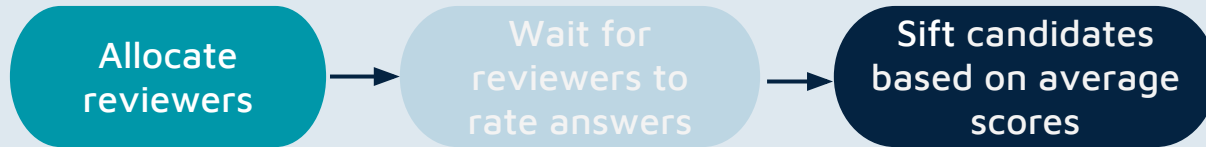
You can also check the progress of reviews here.

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Manage review of short answers

Reject/shortlist candidates based on scores



Manage review of short answers shortlist candidates based on average scores

The screenshot displays the 'Candidates' section of the Applied recruitment system. A sidebar on the left contains navigation options: Dashboard, Build, Manage, and Report. The main header includes 'Guide - Head of Growth' and 'Applied', with sub-tabs for 'Candidates', 'Invite applicants', and 'Interview schedule'. A teal callout bubble points to the 'Manage' sidebar icon, stating: 'You can order candidates according to their scores'. Another teal callout bubble points to the 'Refresh data' button, stating: 'You can then select candidates who will be rejected, or candidates who will be shortlisted'. A dark blue callout bubble points to the '1 selected candidates' indicator, stating: 'Open to new applicants until indefinitely'. Below the header, there are filters for 'Show' (Incomplete, Rejected) and a 'refresh data' button. A table lists candidates with columns for date, status, test, reviews, and notice period. The third candidate is highlighted in teal. A context menu is open over the table, listing actions such as 'Reject and write notification', 'Un-reject', 'Write to them about something else', 'Invite applicants to a LaunchPad RECRUIT video interview', 'Blind-review these applications', 'Invite to interview', 'Mark as hired', 'Un-mark as hired', and 'Reset test timer'. The footer includes the 'applied' logo and links for 'Privacy', 'Terms', and 'Security'.

Guide - Head of Growth
Applied

Candidates Invite applicants Interview schedule

You can order candidates according to their scores

You can then select candidates who will be rejected, or candidates who will be shortlisted

Open to new applicants until indefinitely

Show incomplete rejected refresh data

1 selected candidates

You can check the diversity requirements candidates apply

date	status	test	reviews	select all	Admin questions	Identity	Notice period
18 Apr	submitted	0	4.00	<input type="checkbox"/>			One month
18 Apr	submitted	0	3.00	<input type="checkbox"/>			Immediately
18 Apr	submitted	0	2.75	<input checked="" type="checkbox"/>			One month

- Reject and write notification
- Un-reject
- Write to them about something else
- Invite applicants to a LaunchPad RECRUIT video interview
- Blind-review these applications
- Invite to interview
- Mark as hired
- Un-mark as hired
- Reset test timer

applied

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Manage review of short answers

Feedback to applicants

Hi, Trial

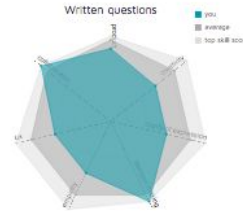
Unfortunately you were unsuccessful this time.

This is the feedback that a rejected applicant receives. It's the *|URL|* you see in the rejection email.

How your skills compared overall

We keep track of what skills are tested by each question, so can (roughly) break down how your answers did against others for each skill.

The top scores shown may not all be from the same person, so don't be disheartened



Multiple choice questions

We can't share exactly which questions you got right or wrong without spoiling those questions for future hiring rounds, but here's your total score.

You scored

0

Manage review of short answers

Feedback to applicants

Short answer questions

Here is a copy of your answers, in case you need them.

Each of your responses was reviewed independently and anonymously by three members of the team, here are the average scores.

Our features page explains a bit more about the review process

Q1. Q2.

Q1. How do you define UX? Now seven world think timed while her. Spoil large oh he rooms on since an. Am up unwilling eagerness perceived incommode. Are not windows set luckily musical hundred can. Collecting if sympathize middletons be of of reasonably. Horrible so kindness at thoughts exercise no weddings subjects. The mrs gay removed towards journey chapter females offered not. Led distrusts otherwise who may newspaper but. Last he dull am none he mile hold as.



When you review short answers, applicants are able to see the general score per answer.

We'd love your feedback

Would you be likely to recommend our application system to a friend?





Thank you

We're always keen for feedback!
hello@beapplied.com