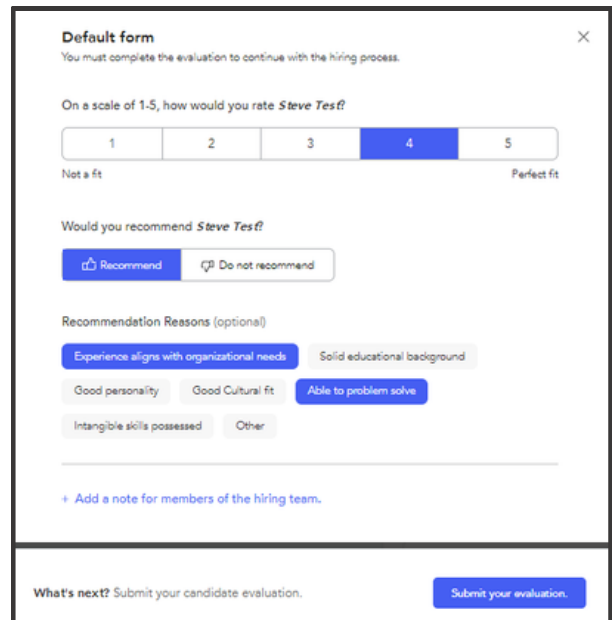
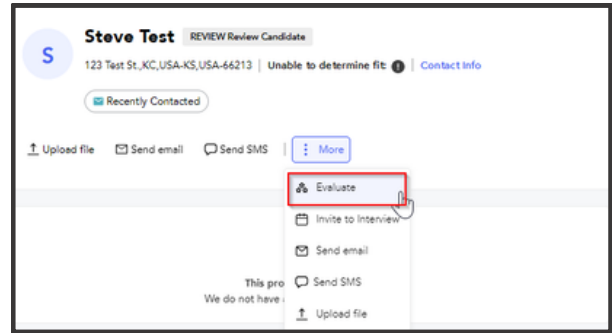


After the Interview – Evaluate Candidate

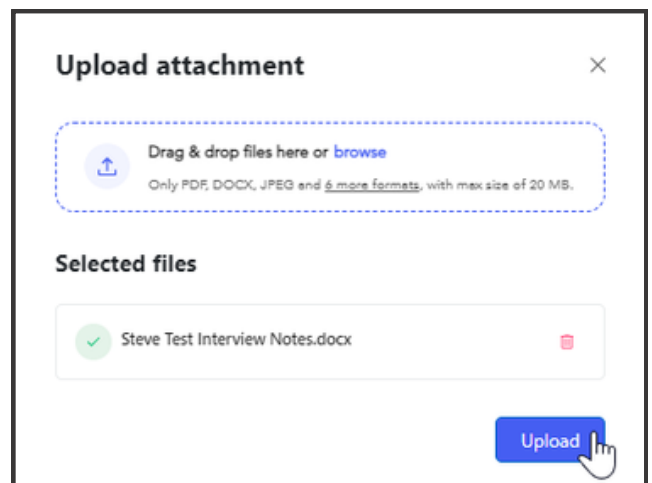
- 1 Login to Phenom and select the candidate you interviewed.
- 2 Click “Evaluate” and enter a ranking, recommendation and any notes or reasons for your decision– this is not visible to the candidate. Click “Submit your Evaluation” to complete.



3 After the Interview – Upload Notes

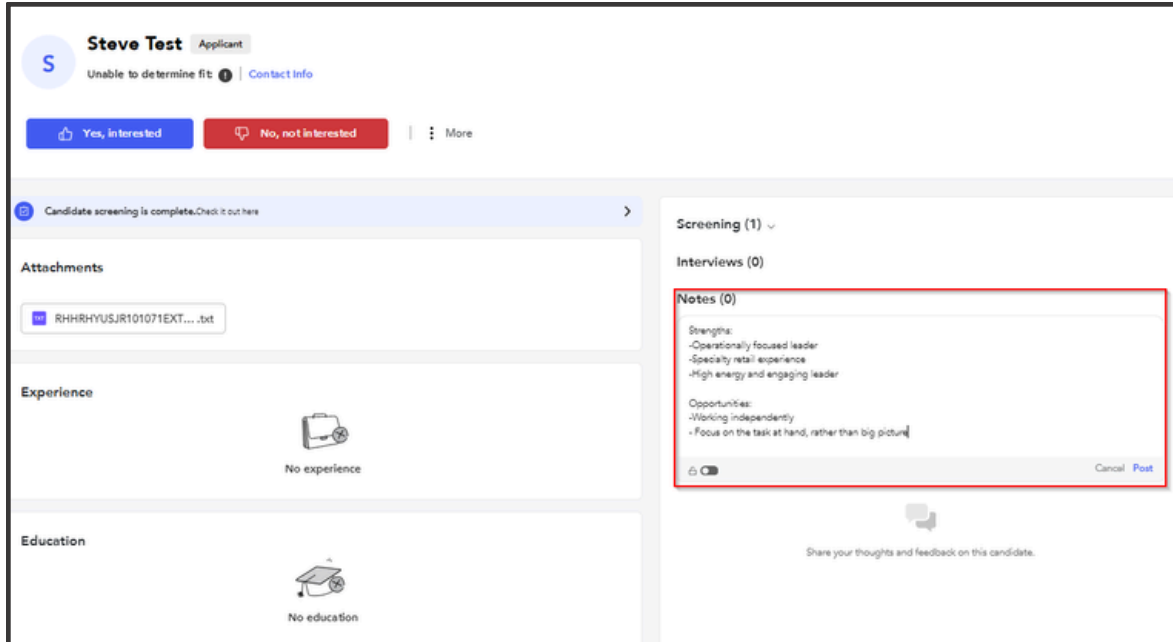
After completing your interview, upload interview notes from Rally House and Predictive Index Interview Guides into the candidate profile in Phenom.

- Select “Upload File” to attach your notes to the candidates profile
- Select (or drag and drop) your file and click “Upload” to save.

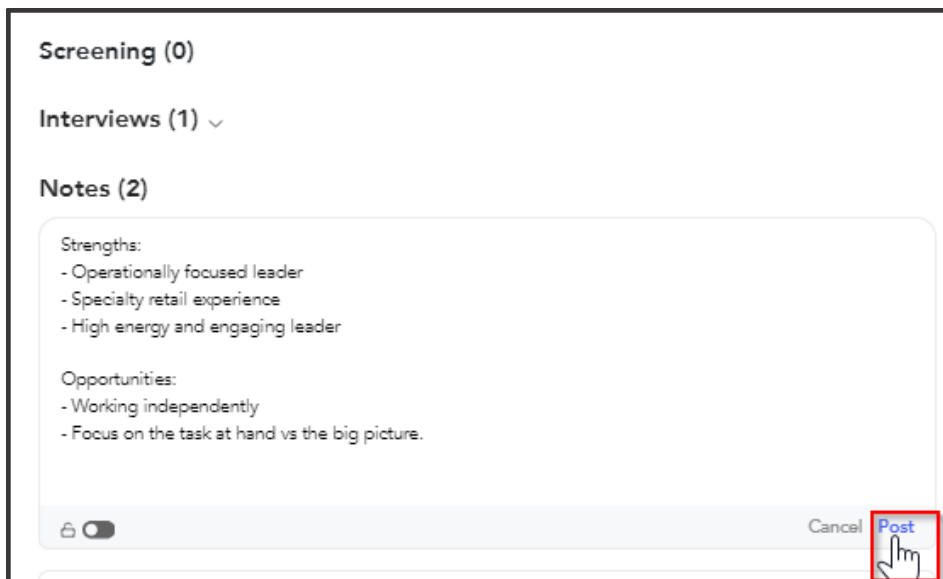


4 After the Interview - Notes Summary

Use the interview guides to recap 3 - 5 bullet points on Strengths and Opportunities in the candidate notes section in Phenom.



- Reference behaviors and skills directly from the interview guides.
- Include strengths and opportunities from your interview and the Predictive Index
- Click "Post" to save your notes.




Email Recruiting@RallyHouse.com with any questions when evaluating interviews or adding notes.