

Review Center

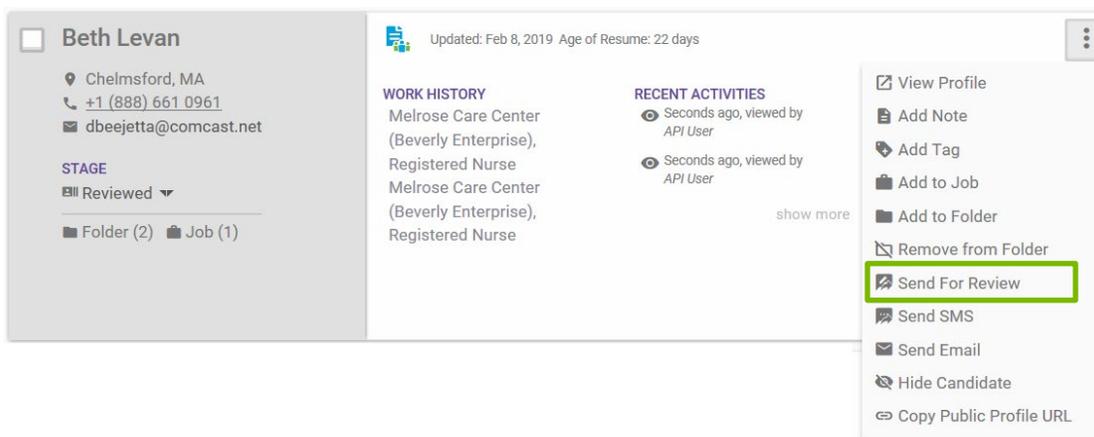
Review Center in Talent Sourcing streamlines the recruitment process by ensuring your sourcers are collaborating with hiring managers to identify the most qualified candidates possible. With the ability to send candidates for review, managers are brought into the hiring process sooner, gaining key insights into the knowledge, skills, and abilities needed to make quick, but informed, decisions.

Additionally, the option to remove fields like **Name** and **Location** from the reviewer's visibility allows this feature to be set up as a "blind application" to create a more inclusive candidate pool by preventing candidates from being initially screened out due to bias.

Sending Candidates for Review

Send for Review allows you to send candidates to reviewers (Hiring Managers or other Recruiters) to request feedback in relation to a pipeline folder and/or reference job.

Select one or more candidates and click the **Send for Review** option from the drop-down menu. This option is found in the **Profile** menu, or the batch selection drop-down menu at the top of the list.



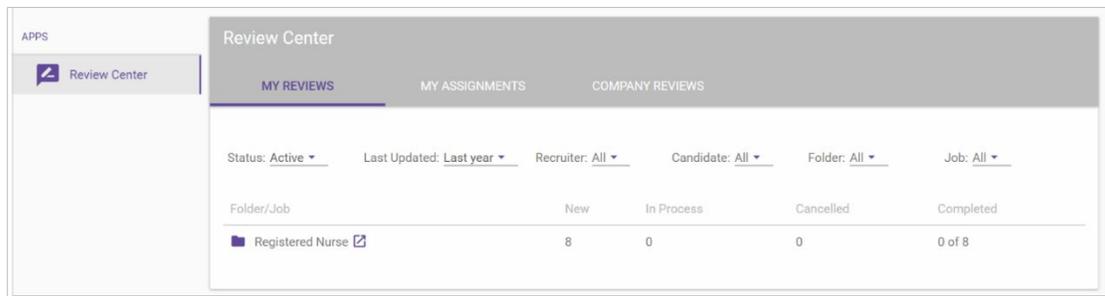
Selecting this displays the *Review Request* pop-up menu, which contains several fields for the review request:

- **Assigned To.** Select from a list of reviewers. Reviewers are users with the Reviewer permission or a member of the Reviewer role.
- **Description.** Enter a description of the review request.
- **Add to Folder.** Select a folder to add the candidate(s) to. This option does not appear when candidates are being sent for review from a *Folders* page.
- **Reference Job.** Select a job to help guide the reviewer in their comments.

Reviewing Candidates

Users are notified when they are sent candidates for review via email, which contains a link to the Review Center. The Notification Center also lists review requests when they are received.

The Review Center allows reviewers to see the list of candidates sent to them for review, view the detailed profiles of those candidates, and provide direct feedback, either by choosing a predefined statement or typing their own comments. Admin users and Recruiters can also access the Review Center to view the status of requested reviews and view any feedback given.



Users with standard Recruiter or Company Admin permissions can access three sections in the **Review Center** page within the **Talent** area. These tabs include:

- **My Reviews.** Lists all the candidates assigned to you for review. This tab is visible to any user who is a Reviewer (this means they have the Reviewer privilege in Source/CRM).
- **My Assignments.** Lists all the candidates that you have assigned to other users for review. This tab is visible to any Recruiter or Company Admin user (that has the Reviewer Assignment privilege in Source/CRM).
- **Company Reviews.** Lists all reviews sent to all reviewers by all recruiters. This tab is only visible to users who are either a Company Admin or a Recruiter (that has the Administrator privilege in Source/CRM).

Note: Users granted solely the Reviewer permission only see the My Reviews section. The My Assignments and Company Reviews pages are not available to these users.

Clicking a candidate from the Review Center opens that candidate's profile where you can review their information and add comments as necessary. Candidate profiles now include a **Reviews** tab for collecting and viewing user reviews.

symplr Solutions Integrations

The Review Center also offers some convenient feature integrations with other symplr solutions, including:

- **symplr Recruiting.** If a Hiring Manager is set up in symplr Recruiting with a **Reviewer** permission, they will integrate automatically into symplr Talent Sourcing with the **Reviewer** permissions already set for them.

- **sympplr Hiring.** sympplr Hiring admins can set up their managers with the default user role. Once their record integrates into sympplr Talent Sourcing, their user role will need to be adjusted from the default role over to **Reviewer** in the system.

Reviewer Settings

Reviewer settings allows you to configure the behavior and data access for reviewers. The **Reviewer Settings** page is found under **Admin > Applications > Source**.

Who can see Reviews on Profile?
All SCRM Users

Reviewer can enter free form feedback

Show Name to Reviewer

Show Contact Information to Reviewer

Show Resume and Biography to Reviewer

Show Location to Reviewer

New Standard Feedback (Max length 75 characters)

ADD FEEDBACK

Standard Feedback

Consider for Hire

Do Not Consider

Settings include:

- **Reviewer can enter free form feedback.** Allows a reviewer to enter additional comments on the candidate profile in addition to the standard feedback selection.
Note: Recruiters are still able to include comments and/or instructions to the reviewer.
- **Show Name to Reviewer.** Allows a reviewer to view the candidate's name fields (**First Name, Last Name**).
- **Show Contact Information to Reviewer.** Allows a reviewer to view the candidate's contact information (**Location, Email, Phone Numbers**).
- **Show Resume and Biography to the Reviewer.** Allows a reviewer to view the candidate's resume and biography (**Summary and Objective**).
- **Show Location to Reviewer.** Toggles whether a reviewer can view the candidate's location data (including geolocator). When turned off, this data is hidden.
- **Standard Feedback.** This area configures the list of standard feedback choices available. By default, only *Good Fit* and *Poor Fit* are shown. Users can add new or delete existing feedback options.

Note: To enable true "blind applications", the **Show Name to Reviewer, Show Contact Information to Reviewer, Show Resume and Biography to the Reviewer, and Show Location to Reviewer** permissions must **all** be disabled.

Please contact talentsupport@sympplr.com for more information on Review Center.