

# Wepow Custom Evaluations Guide

Make interviewing simple



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# Assess candidates based on custom criteria



Custom evaluations allow you to utilize specific scales and measurements your organization uses to narrow the candidate pool. Get data-driven feedback from hiring managers around specific aspects of candidate responses.

Within Wepow, you can build out appropriate scales/evaluation forms hiring managers would use, and link it to specific interviews.

Let's take a look at how to create these.

# Accessing the Evaluations



The screenshot displays the Wepow user interface. At the top, a blue navigation bar contains the 'W' logo and tabs for 'Insights', 'Pre-recorded', 'Candidates', and 'Resources'. A dropdown menu is open from the 'Resources' tab, listing 'Promotions', 'Forms', 'Transitions', 'Questions', and 'Evaluations'. The 'Evaluations' option is highlighted with a red rectangular border. Below the navigation bar, there are two tabs: 'Evaluation Forms' and 'Scales'. A search bar is visible on the right side of the interface. On the left, there is a sidebar with a '+ New evaluation form' button and a list of filters: 'Owner', 'View All', and 'Mine'. The bottom portion of the screenshot shows a detailed view of an evaluation item titled 'New College Graduate' with a score of '4 Point(s)'. The name 'Premie Walsh' is visible at the bottom right of this item. The 'Scales' tab is highlighted with a red rectangular border.

# Creating Custom Scales



**New Scale (Max. 10 Points)** [X]

Scale Name:

1 2 3 4 x **+**

Value point:       Numeric value:

Description:

Name the Scale

Create additional points

Adjust weight of each point

Provide a description of each value

# Creating Custom Evaluation



**New Evaluation Form (Max. 15 Criteria)** [X]

Evaluation name:

Scale:  [v]

1 2 3 4 5 x 6 7 8 9 10 +

Criterion:

Description:

Name the Evaluation

Link the appropriate scale to the evaluation

Create the criteria candidates will be rated on

Provide a description of each criteria

# Preview



## Evaluations

New Evaluation Form (Max. 15 Criteria) ✕

Business Development Graduate Program

**Question 1: Performance Orientation**

Imagine that you are already busy, and are asked to deliver an additional project within a short space of time. How would you feel and what would you do?

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**Question 2: Flex**

How would you respond to unexpected changing circumstances?

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**Question 3: Knowledge Manager**

How do you keep informed of new ideas and developments?

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**Question 4: Global Networker**

What do you see as the advantages of working in a global and complex corporate environment?

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**Question 5: Collaboration**

Close

## Scales

New Scale (Max. 10 Points) ✕

New College Graduate

**Deficient** Value: 0

Lower energy, lower capability. A deficiency is defined as a behavior someone lacks ability to do. Signs of a deficiency include a poor response, lack of engagement, going off-topic, or other displacement activity.

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**Weakness** Value: 1

Lower energy, lower capability. A weakness is defined as a behaviour someone does not enjoy doing. Signs of a weakness include a poor response, lack of engagement, going off-topic, or other displacement activity.

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**Potential Strength** Value: 3

Higher energy, some capability. A potential strength is defined as a behaviour that a candidate shows clear willingness, desire and motivation to demonstrate, along with some capability, but may not have had the opportunity to demonstrate consistently in the past.

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**Strength** Value: 5

Higher energy, higher capability. A strength is a combination of what someone enjoys doing, and what they're really good at. Candidates demonstrating strengths do so

Cancel Edit Save

# Attaching Custom Evaluations



Insights Pre-recorded Candidates Resources

Development Manager

Candidates Evaluators **Settings** Insights

**Evaluation Method**

Changing the evaluation method will delete completed evaluations and recommendations for this interview.

- Question level evaluation  
Rate each response separately with a 1-5 stars system.
- Custom evaluation form  
Evaluate candidate based on your organization criteria.

Business Development Graduate Program

Change evaluation method

Once you're in the interview level Settings, change the evaluation method to Custom, and pick the appropriate evaluation form.

Be sure to click the "Change evaluation method" button to save the changes.

# Viewing Custom Evaluations



Chicago Business Graduate...

Active

Adding candidates is not possible.  
The interview has fixed deadline that has expired. Update the deadline to continue adding candidates.

Status

- View All 28
- Incomplete 8
- Complete 20**
- Pending Decision 20
- Dismissed 0
- Approved 0
- Hired 0
- Deadline
- Registered by

Candidate	Evaluation	Votes	Date Completed	Shares
Lin, Jie	N/A	0	Dec. 30, 2015	0
Britnell, Chad	1.98/5	1	Dec. 14, 2015	2
Basha, Nawar	1.80/5	0	Dec. 14, 2015	2
Berkman, Spencer	3.20/5	1	Dec. 14, 2015	2
DeAngelis, Dominic	1.90/5	1	Dec. 14, 2015	2
Ansani, Katherine	N/A	0	Dec. 14, 2015	2
Nguyen, Huyen	2.00/5	1	Dec. 14, 2015	2
Levine, Kevin	1.30/5	0	Dec. 14, 2015	2

Access Analytics View for evaluation details

A List view of average evaluation scores and recommendations

Click on "Complete" Status



# Viewing Custom Evaluations (Analytics View)



The screenshot shows the Wepow interface for viewing custom evaluations. The top navigation bar includes 'Insights', 'Pre-recorded', 'Candidates', and 'Resources'. The main header displays 'Chicago Business Graduate...' and 'Active'. Below this, there are tabs for 'Candidates', 'Evaluators', 'Settings', and 'Insights'. A search bar is located on the right. A red box highlights the 'Export' button, and another red box highlights the 'List view' button (represented by a hamburger menu icon). A tooltip is visible over the 'Average' row, showing individual scores for 'ryan.' (3.88) and 'Nilko' (4.04), and an overall 'Average' score of 3.96. The main grid shows columns C1 through C10 and a 'Score' column. A left sidebar contains a 'Status' filter with options like 'View All', 'Incomplete', 'Complete', 'Pending Decision', 'Dismissed', 'Approved', and 'Hired'.

Access the List view from the previous slide

Export data to a CSV file for custom reporting

Hover over each response to view each hiring managers' ratings

# Top Tips



## Define the right scales

Utilize either a custom multi-point scale, positive/negative indicators, or simple yes/no.

## Find the right competencies

Develop aptitude based criteria to assess candidates' abilities/fit.

## Link the evaluation to an interview

Ensure that all interviews are linked to the appropriate evaluation form.

## Export Data

Export detailed evaluation scores, recommendations, and comments into a CSV file to create custom reports.

**Best of luck!**

Feel free to contact your Client Relationship Manager for additional best practices and tips!



**Make interviewing simple.**