



Writing up Interview Notes (For UK Careers Advisers)

Please type up a summary of the discussion you have with each student after each interview – alternatively you can do this in your own time at the end of the day.

To type your notes:

- come out of the student account by selecting **Back to Manager** at the bottom right of your screen
- find your student in the list
- Select the **Assessment** tab
- select the icon in the column headed **Interview** to open the interview notes window
- Select **Interview Discussion** and tick the box to confirm you are the adviser that interviewed this candidate
- Select **In Person** or **Remote** then select **Enter Interview Notes**
- Complete the rest of the Interview Discussion tab as prompted
- Go to **Interview Notes** select **Load Template** to load pre-populated notes which you can edit as appropriate
- when your notes are complete slide **Shared** to **Yes**
- Select **Student** to review how your notes will appear to the student

Please check that the icon in the column headed **Interview** has turned **green** which confirms your interview notes are now visible in the student's account.