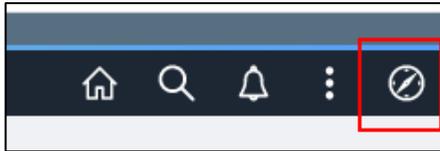**Employee Self Service Job Aid:**
Entering Scores for an Open-Ended Question

This Job Aid is designed to help raters review open-ended questions and enter their scores through Employee Self Service.
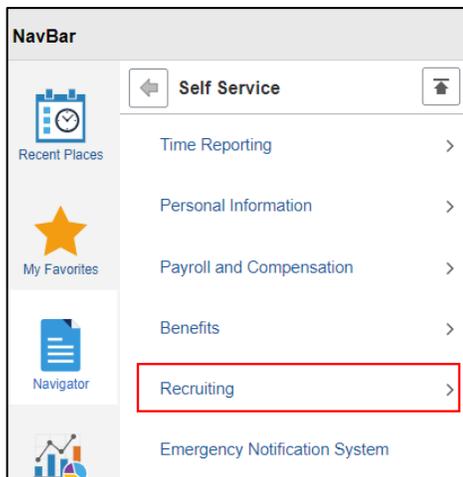
How Raters Enter a Score

1. Raters can access the evaluation page through the navigation menu at the top right-hand of the page in STAR Human Resources Employee Self-Service at https://ess.wi.gov
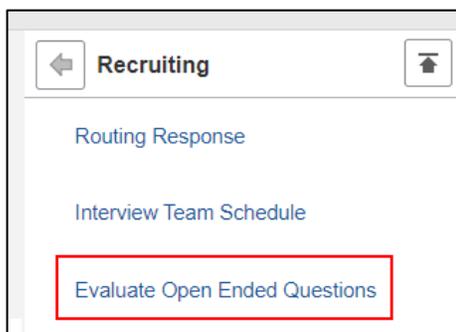

   a. From the Navigation Menu, go to **Self Service**

   b. Then to **Recruiting**

   c. Then to **Evaluate Open Ended Questions**

2. All applicants that have been assigned to you to rate will appear on the page. Click on the name of the applicant to review their responses.

Evaluate Open Ended Questions

Listed are answers to open ended questions for applicants for a particular Job Opening. Select the Reference Number on the desired grid row to see the details and provide a score for each applicant that has answered. When an evaluation for an answer is complete, choose the Submit button to release questions for screening. To store assigned score, but not submit questions at this time, choose the Save button.

Answers to be Evaluated

1-3 of 3

Job Opening ID	Applicant ID	Applicant	Points Given	Evaluated	Primary Recruiter
1031	2102	Kendy		☐	Julie
1031	10571	David		☐	Julie
1031	16902	Monica		☐	Julie

3. Evaluate the applicant's response based on the benchmarks provided by the recruiter.

Evaluate OE Answers

Help

Job Opening ID   1031
Applicant ID
Name
Reference Number 16902110311175

Question

Provide your WI Nurse Aide certification number. If you are waiting to have your name placed on the WI Nurse Aide Registry, provide the date you passed the CNA competency exam. If you do not meet the certification requirement, enter Not Applicable.

Applicant Answer
WI0330

Maximum Points	1	Total Words	1	Enter Evaluation Points	0

Save   Submit   Cancel

a. Enter your score in the **Enter Evaluation Points** field. Your entered score can not be greater than the Maximum Points listed on the page.

b. In some cases, raters will be instructed to review scores with other panelists prior to submitting final scores. If this is the case, you can **Save** your scores instead of submitting them at this point.

c. Click the **Submit** button once you are ready to submit the final scores to the recruiter. You can NOT update your score once it is submitted – you will need to notify the recruiter to update your score if needed.

Downloading a List of Applicants

If you do not want to submit your scores immediately because you want to review all applicants and/or review scores with other members of the rating panel, you can save your scores and download the list of applicants to Excel.

1. From the Evaluate Open Ended Questions page, click the **spreadsheet icon** and select **Download Answers to be Evaluated Table to Excel**

2. An Excel file will either pop up or download to the bottom of the page. Click on the Excel file to open it.
3. You will likely receive a message like this when you open the file. Click **Yes** to continue.

4. The file will have a list of all applicants and any saved scores in the Points Given column. Save a copy of this file locally.