



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 top 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
- confirm you are the adviser that interviewed this student then select whether it was an **In person** or **Remote** interview
- select **Assign interview**
- enter the date and time, and amend the duration if appropriate, then **Save**
- then select **Add 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.