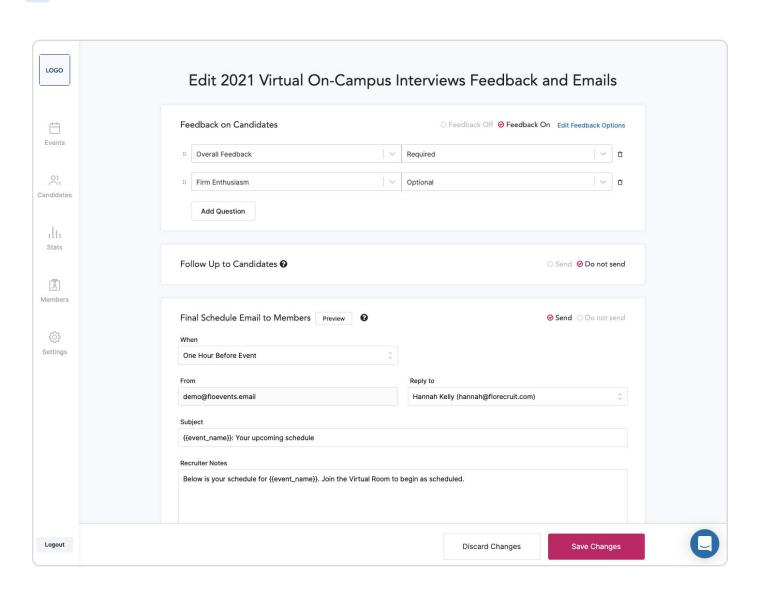


- 1 Log into your Flo Recruit account as usual.
- 2 On the Events page, search for this interview event by title.
- If it appears in the "Unsubmitted" section, click into the event card and choose **Accept** in the upper right. This will sync the schedule with the university's account, so the schedule you see is always live-updated.
- 4 Now you can click **Edit Emails** in the upper right.
- 5 Switch "Feedback Off" to "Feedback On."



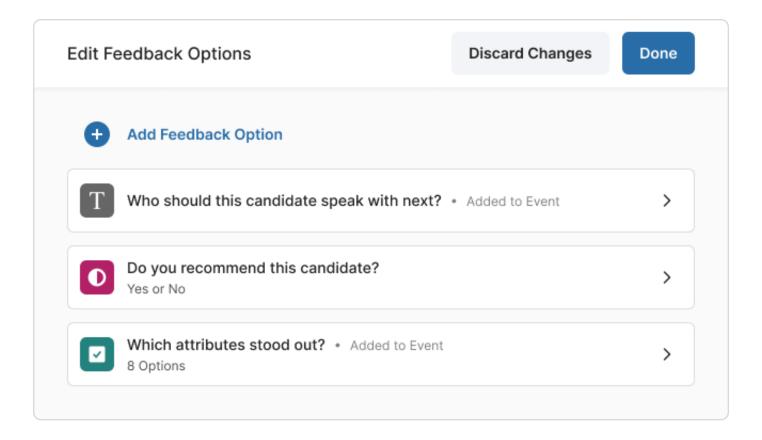


University-Hosted Events, like OCI:

- Add questions from your existing bank, or create new ones by clicking Edit Feedback Options.
- Your bank of "feedback options" is account wide, so any questions you create here will be available to use on other events and by other admins.
- Remember that feedback settings are per event, so you'll likely want to set up feedback on each interview event; not just one.

Firm-Hosted Events, like Callbacks:

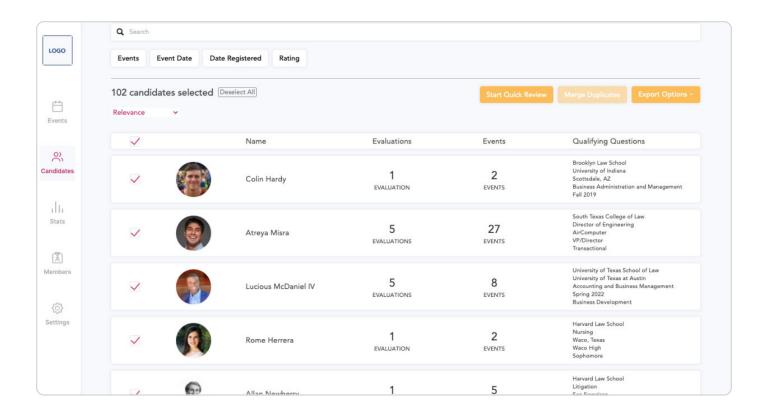
- Configure your custom evaluation questions from a firmwide bank when you turn "Feedback On" within any Flo Recruit event you build.
- **Note** that you can customize virtually every aspect of your evaluations, like scale labels, additional text boxes, and required vs. optional questions.



Integrating Your Evaluations



- Want to export evaluation results? Navigate to your candidates tab, filter by Event, bulk select the candidates in that event, and choose from the export options:
 - Export as CSV for a spreadsheet, also called "Export Candidate Comments"
 - Export as PDF for one printer-friendly, reader-friendly file, also called the "Bulk PDF Export"



 Want to use an external evaluation form during your Flo Recruit events? Link to any other feedback system in your Final Schedule Email to Members and Outlook Calendar Invite to Members.