

- 1 Log into your Flo Recruit account as usual.
- 2 On the Events page, search for this interview event by title.
- 3 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.”

LOGO

Events

Candidates

Stats

Members

Settings

Logout

## Edit 2021 Virtual On-Campus Interviews Feedback and Emails

Feedback on Candidates

☐ Feedback Off ☒ Feedback On [Edit Feedback Options](#)

Overall Feedback

Required

Firm Enthusiasm

Optional

Add Question

Follow Up to Candidates

☐ Send ☒ Do not send

Final Schedule Email to Members

Preview

☒ Send ☐ Do not send

When

One Hour Before Event

From

demo@floevents.email

Reply to

Hannah Kelly (hannah@florecruit.com)

Subject

{{event\_name}}: Your upcoming schedule

Recruiter Notes

Below is your schedule for {{event\_name}}. Join the Virtual Room to begin as scheduled.

Discard Changes

Save Changes

## 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.

Edit Feedback Options

Discard Changes

Done

+

Add Feedback Option

T

Who should this candidate speak with next? • Added to Event

>

D

Do you recommend this candidate?  
Yes or No

>

✓

Which attributes stood out? • Added to Event  
8 Options

>

- 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”

The screenshot shows the Flo Recruit interface with a sidebar on the left containing icons for LOGO, Events, Candidates, Stats, Members, and Settings. The main area displays a search bar and filters for Events, Event Date, Date Registered, and Rating. Below the filters, it indicates that 102 candidates are selected, with a 'Deselect All' button. Action buttons include 'Start Quick Review', 'Merge Duplicates', and 'Export Options'. A table lists candidates with columns for Name, Evaluations, Events, and Qualifying Questions. Each candidate row includes a profile picture, a checkmark icon, and a dropdown menu for relevance.

Name	Evaluations	Events	Qualifying Questions
Colin Hardy	1 EVALUATION	2 EVENTS	Brooklyn Law School University of Indiana Scottsdale, AZ Business Administration and Management Fall 2019
Atreya Misra	5 EVALUATIONS	27 EVENTS	South Texas College of Law Director of Engineering AirComputer VP/Director Transactional
Lucious McDaniel IV	5 EVALUATIONS	8 EVENTS	University of Texas School of Law University of Texas at Austin Accounting and Business Management Spring 2022 Business Development
Rome Herrera	1 EVALUATION	2 EVENTS	Harvard Law School Nursing Waco, Texas Waco High Sophomore
Allan Newberry	1	5	Harvard Law School Litigation See Evaluation

- 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.