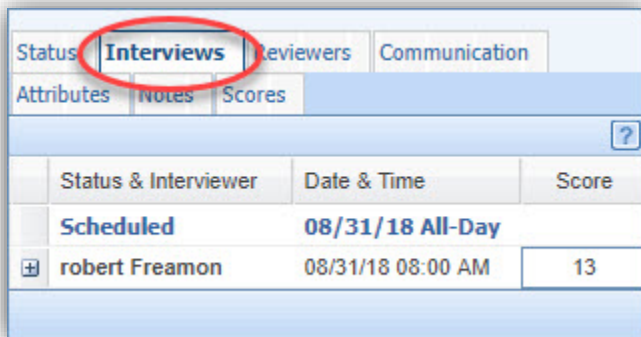
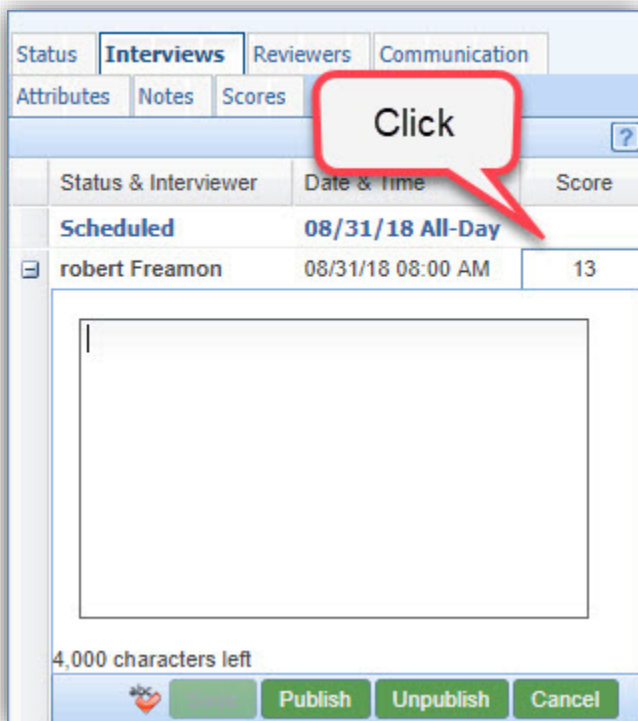


1. In the Applications tab, select the Interviews tab.
 - PDWS displays the interview date/time from the Scheduler and provides to enter score and interview comments.

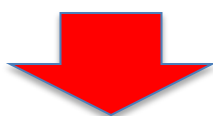
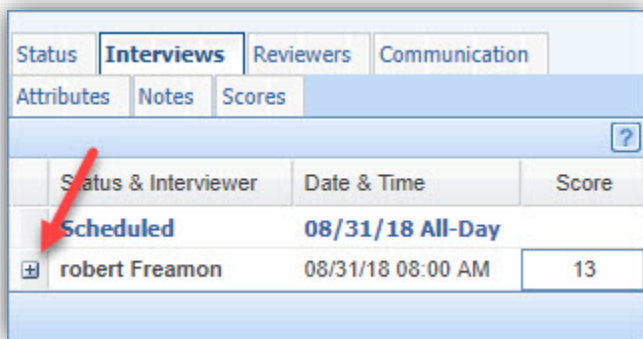


2. Click the box beneath Score to enter a numeric score value.



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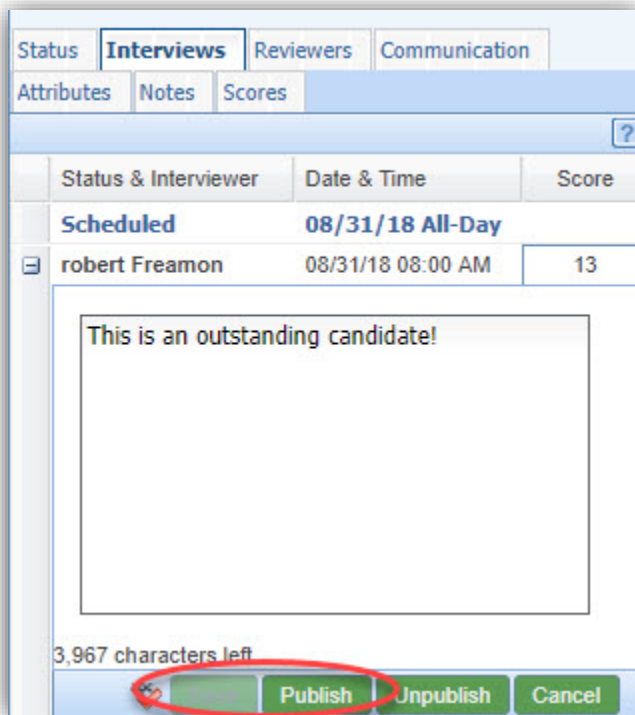
3. Click the + sign next to the Interviewer name to open the comment box
 - Enter comments, up to a maximum of 4000 characters.



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4. Select Save or Publish

- **Comments/scores that are Saved are viewable only by the user who entered them (e.g., Interviewer, Program Coordinator)**
- **Comments/scores that are published are viewable to program super users and Program Coordinators.**



5. Click Unpublish to remove the scores/comments from the total and average interview score.

Note: Scores and comment entered by Reviewer_Interviewer users are no longer available for Program Super Users and Program Coordinators once they've been unpublished.

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