

Written Evaluation Process

1. Go to [App Admin: Hiring Page](#)

Calendar login is pending
User same credentials as you use for [redacted]
[Login here](#)

Admin / English Test Responses

Status: [dropdown]

English Test Responses

Date	Name	Application Status	AT Status	English Test Answer	English Test Status	Details
28 Dec, 2021	[redacted]			View answer	-	
28 Dec, 2021	[redacted]	true	passed	View answer	-	
28 Dec, 2021	[redacted]	true	passed	View answer	-	

2. Click on "View Answer"

Admin / English Test Responses

Status: Evaluation Pending [dropdown]

English Test Responses

Date	Name	Application Status	AT Status	English Test Answer	English Test Status	Details
28 Dec, 2021	[redacted]			View answer	-	
28 Dec, 2021	[redacted]	true	passed	View answer	-	
28 Dec, 2021	[redacted]	true	passed	View answer	-	

3. Copy the Email Content to [Grammarly](#) to get a better understanding of their written English. (Ideally, a candidate should have an Overall Score of 85% or higher [use discretion as needed - this is just to give us an idea])

app.grammarly.com/ddocs/975178027

AnswerDear Subscriber,

Hope you are doing well and safe.

I'm the Service Advisor for XoXo Company.

During this pandemic time, lot of us are working from home. Considering that in mind, we have come up with something brilliant for you to make things easier.

Let me introduce "Lead Magnet" only for our subscribers so that you can train your Dogs by sitting at home. There are lot of benefits which you can take of. It's designed in such a way that we can learn new things to engage with our dogs and try some new activities with them. which will make them super active and charged. Sounds Interesting, right?

I have mentioned the below link to download or you can get the access directly via your Playstore or Appstore. You can also forward did this link to your friends and family members too who might be looking out for something as good as this "Lead Magnet".

In case of any problem while accessing the link please reach out to me.

75 Overall score
See performance

Goals 3 of 5 set

All suggestions

Correctness 5 alerts

Clarity Very clear

Engagement Very engaging

Get Expert Writing Help

Plagiarism

Written Evaluation Process

4. Once you read through the content, evaluate it based on the 5 different categories:

Grammar	★ ★ ★ ★ ★
Spelling	★ ★ ★ ★ ★
Relevance of Written Communication	★ ★ ★ ★ ★
Structure Written	★ ★ ★ ★ ★
Sentence Structure	★ ★ ★ ★ ★

a. Grammar

- i. The candidate should score a **4+** in this category
- ii. Things to look out for: punctuation, run-on sentences, tense, clauses, figure of speech, active/passive voice

b. Spelling

- i. The candidate should score a **4+** in this category
- ii. Things to look out for: Not only spelling mistakes but also word choice as well and failure to use proper capitalization

c. Relevance of Communication

- i. The candidate should score a **4+** in this category
- ii. Here are the [questions](#) given to the candidates. Make sure that the email response aligns with what is asked of them.
- iii. Things to look out for: Thought process, General flow of the email

d. Structure Written

- i. If the candidate scores a 4+ in the other categories, but the email has no paragraphs, then you can Approve the candidate based on the quality of the other categories. Use your judgement.
- ii. Ideally there should be 3-4 paragraphs (not just one big paragraph).

e. Sentence Structure

- i. The candidate should score a **4+** in this category
- ii. Things to look out for: Simple and complex statements

5. Approve or Reject based on the scores above.

- a. 4+ on **Grammar** and **Sentence Structure** is a must!

General Notes

- If the email is incomplete but there is enough content to evaluate their writing skills, then use what they have written. However, if it is 1 or 2 lines or you feel the content is not enough to evaluate properly, then based on insufficiency, please reject the email.
- Some candidates who do the following can be rejected directly without ratings:

Written Evaluation Process

Evaluators Remark

Grammar
★☆☆☆☆

Spelling
★☆☆☆☆

Relevance of Written Communication
★☆☆☆☆

Structure Written
★☆☆☆☆

Sentence Structure
★☆☆☆☆

Approve Reject

- Write the question ONLY. [Here is the list of questions for your reference.](#)
- Write about themselves.
- Write “Can’t hear audio” or “No audio playing here” or any other tech difficulties
- Write 1-2 lines or just say ‘Hi’

EOD Report

- In the Metrics section, make sure to write how many **YES** and **NO** for the day.

Review Assignments

Daily Task

- Reviewed 76 emails on app

Metrics:

Yes: 13 | No: 63 (Total: 76)