Applicant Review

The Online Admissions File

Emily Kregor
3/27/2010

The purpose of this manual is to familiarize programs with Applicant Review, the online admissions file.
Set-Up Decisions

- As a program, how do we want to review applications? Do we want to see all applications that come through?
- Does my program have a large number of applications? If so, would I rather assign a certain number of applications to a group of faculty?
• Do I want to be able to sort applications by test scores?
• How does my program want to evaluate applicants? Do we want rating scales and/or comments? Do we have a sheet now that we use?
• Does my program interview applicants before making an admission decision?

What is the process for Applicant Review?
1. An applicant applies to the program
2. The Applicant Review system tries to match the applicant to ETS scores in ETS Look-Up. If no match is made, a person with program coordinator or director view can manually verify the ETS score
3. Applicants are assigned to reviewers (either automatically or by a person with access to the program director view)
4. Reviewers view all application data (the application, essays, test scores, resume, recommendations, etc) and make an admissions decision recommendation
5. A person with the program director view makes a final admissions decision
6. Whoever currently enters admissions decisions into Universis will enter the final admissions decisions into Universis. In the next phase of this project, the final decision made by the program director will connect directly to Universis and trigger an offer letter or deny letter to the applicant.

Reports
Reports can be generated to include any applicant data that is collected in the application process.

Views
Program coordinator: The coordinator can view applications, view admission recommendations, view the final decision, and run reports of applicant data

Reviewer: The reviewer can view applications, make an admission recommendation, and run reports of the applicant data

Program director: The director can assign reviewers to applicants, view applications, view reviewer admission recommendations, make final decisions on admission, and run reports

What all views can do
A person with the program coordinator view, program director view, or reviewer view can:

• View applications from any term by clicking the Review Applications link
• Force the admission file status to complete (the status might read incomplete if the data was just entered today in Universis). There is a 24-hour lag time between when Universis data is updated and the Applicant Review system can retrieve the data. See below
• Verify ETS Scores. See below.
• Run reports
View applications from any term
A person with program director view, program coordinator view, or reviewer view can all access applications. The reviewer view and program director view can view applications and make an admission decision recommendation. The coordinator view can view applications but cannot make admissions decision recommendations.

To view an application, use the college, program, term, review status, and admission file status to narrow the list of applicants. The Sort By is customized by program. Some examples of sorts include GRE scores, GRE subject scores, TOEFL scores, and college GPA. Please see the list of filters below.

Click the Review Applications link.

Use filters to narrow the search for applicants. Click a dropdown to access a filter (e.g. the Select Term dropdown). Click the name of the applicant to access his/her application. Please see Viewing Applications.
### Faculty Review

- **Select College**: Business
- **Select Program**: Business Administration (Business Admin) MBA
- **Select Term**: 10U

#### Filters

- **Review Status**: Show All Applicants
- **Admission File Status**: Show All Applicants
- **Sort By**: Ascending

<table>
<thead>
<tr>
<th>Name</th>
<th>Test Scores</th>
<th>GPA</th>
<th>Recommenders</th>
<th>Adm. Rec.</th>
</tr>
</thead>
<tbody>
<tr>
<td>WALTON, JOHN</td>
<td></td>
<td></td>
<td>diana Boone</td>
<td>test</td>
</tr>
<tr>
<td>Date of Birth: 1/2/1965</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID: 000231987</td>
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<td></td>
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<td></td>
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<tr>
<td>Country of Origin: United States</td>
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<tr>
<td>Admission File: Incomplete</td>
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<td></td>
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<tr>
<td>Program: Business Administration (Business Admin) MBA</td>
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<td></td>
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</tr>
<tr>
<td>Concentration: [None]</td>
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<td></td>
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<tr>
<td>GRE: none</td>
<td></td>
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<tr>
<td>GMAT: 7-300, V-45, Q-34, A-5 (not verified)</td>
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<tr>
<td>TOEFL: none</td>
<td></td>
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<tr>
<td>IELTS: none</td>
<td></td>
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</tbody>
</table>
Applicant details include demographic information, domestic and international information, education plans, financial support (whether or not the applicant is interested in financial support), previously attended institutions, and additional information. Click Expand All to see all the data at once. Each of the sections can be expanded by clicking the + or
**Applicant Details**

<table>
<thead>
<tr>
<th>ID:</th>
<th>000231987</th>
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</thead>
<tbody>
<tr>
<td>Name:</td>
<td>John Walton</td>
</tr>
<tr>
<td>DOB:</td>
<td>1/2/1965</td>
</tr>
<tr>
<td>Applied To:</td>
<td>Business Administration/MBA</td>
</tr>
<tr>
<td>Term:</td>
<td>10U</td>
</tr>
<tr>
<td>Application Date:</td>
<td>3/18/2010</td>
</tr>
</tbody>
</table>

**Demographic Information (click to collapse)**

- Gender: Male
- Ethnicity: Ethnicity Not Hispanic/Latino
- Race: White
- Maiden or Former Last Name: John "John Boy" Walton

**Domestic and International Information (click to expand)**

**Education Plans (click to expand)**

**Financial Support (click to expand)**

**Previous Institutions (click to expand)**

**Additional Information (click to expand)**
### Applicant Details

<table>
<thead>
<tr>
<th>ID:</th>
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<tr>
<td>Name:</td>
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<td>3/18/2010</td>
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</tbody>
</table>

#### - Demographic Information
- Gender: Male
- Ethnicity: Ethnicity Not Hispanic/Latino
- Race: White
- Maiden or Former Last Name: John "John Boy" Walton

#### - Domestic and International Information
- Country of Birth: United States
- Country of Citizenship: United States
- Ohio Resident: Y
- Ohio Residency (years): 24
- Native Language: Not provided
- Interest in ELS: N

#### - Education Plans
- Enrollment Type: Full-time
- Campus: Clifton

#### - Financial Support
- Interest in Scholarship: Y
- Interest in Assistantship: Y
An imaged view of the application can be viewed by clicking the View button. This is connected to OnBase, a document imaging database that holds applications, recommendation letters, transcripts, and other materials.
If a recommendation letter has been received, a button will appear to click on (much like the view application button above). If no recommendation has been received, the status displays when the recommender was sent the recommendation email notification.
Each program chooses what documents are part of the completed application. These can be accessed through the Application Documents section of the application.

In this example, a text box was used to enter a short-answer essay. The text box is available to view within the application and also imaged to view in a pop-up window.

If a program uses interviews as part of the application process, a document containing notes from the interview can be uploaded.
Examples of Evaluation Styles
A person with the reviewer view or the program director view can make admission recommendations. A person with the program coordinator view can view the admission recommendation but cannot make a recommendation. The following are examples of several different evaluation styles. The Evaluation section is customizable by program. If the program currently uses a form of evaluation, such as a paper form, the Graduate School IT staff will work to make an online evaluation as close to the paper form as possible.

Evaluation

If the scores from an evaluation are averaged, the overall score is displayed as a percentage of the total number of possible points.
Evaluation

Interview

Rating

P | F | G | E

[ ]

Unable to evaluate

Personal notes for this evaluation (item optional)

Overall Score

1%
# Evaluation

## Verbal Ability

<table>
<thead>
<tr>
<th>Rating</th>
<th>0</th>
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<th>10</th>
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Personal notes for this evaluation item (optional)

## Quantitative Ability

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Personal notes for this evaluation item (optional)

## Goal Orientation/Focus

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<tr>
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Personal notes for this evaluation item (optional)

## Leadership

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<th>10</th>
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Personal notes for this evaluation item (optional)

## Experience

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</tbody>
</table>

Personal notes for this evaluation item (optional)

## Overall Score

![Overall Score: 0](image)

## Admission Recommendation

- [ ] Deny
- [ ] Offer
- [ ] Hide my comments from other reviewers

<table>
<thead>
<tr>
<th>Offer Tuition</th>
<th>No</th>
<th>Yes</th>
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</thead>
<tbody>
<tr>
<td>Offer Assistantship</td>
<td>No</td>
<td>Yes</td>
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</table>

Comments to Program Director

Submit

[Image]
**Evaluation**

<table>
<thead>
<tr>
<th>Category</th>
<th>Rating</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Verbal Ability</td>
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<tr>
<td>Quantitative Ability</td>
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<td></td>
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<tr>
<td>Goal Orientation/Focus</td>
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</table>

**Leadership**

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<tr>
<th>Category</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
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**Experience**

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<tr>
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<tbody>
<tr>
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**Overall Score**

<table>
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<th>Score</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>30</td>
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</table>

**Admission Recommendation**

- Deny
- Wait List
- Provisional Admission
- Offer
- Other Tuition
  - No
  - Yes
- Offer Assistantship
  - No
  - Yes

**Comments to Program Director**

- I think this student would be a great addition to our program.
Reviewer comments can be viewed by other reviewers. If the reviewer wants to keep his/her comments private to the program director, check the “Hide my comments from the other reviewers” box.

**Force Admission File Status to “Complete”**
- Click the link Incomplete

![Figure 7-Admission File Status Incomplete](image)

- A pop-up window appears displaying items that have and have not been received. Click Edit

![Walton, John](image)

- Click Update
Verify Test Scores

Test scores such as the GRE, GMAT, or TOEFL are self-reported by the applicant when completing an application. These scores need to be verified. The system will automatically try to match an applicant to scores in the Graduate School ETS Look-up (accessed through Admin Central [www.grad.uc.edu/admincentral]). An applicant’s scores may be in the ETS Look-up and not be matched for a number of reasons (i.e. the spelling of the applicant’s name is different on the application than what was entered as the name on the test, the birthdates do not match on the test and the application, etc). If the system was not able to verify the test scores, they can be manually entered. Another reason that the scores would need to be manually verified is if the applicant sent a paper copy only of the test scores.

To manually verify test scores click the “Manual Verify” link.
Use the ETS Lookup link to open the Graduate School site for test scores or type in your scores if you received the paper copy.

Run Reports
Reports are created using data gathered from the admissions application. To access reports, click the Reports link.
All existing reports will appear in the dropdown. Select the report desired.

Select the program and term, then click the View Report button.

Applicant data will appear matching your filter criteria.
Using the tool bar, one can navigate to additional pages of data, adjust the zoom of the report, export the report, access the horizontal scrollbar, or print the data.

### Applicant Data

<table>
<thead>
<tr>
<th>APPLICATIONID</th>
<th>STUDENTID</th>
<th>CONCENTRATION</th>
<th>APPLY TERM</th>
<th>APPLY TERM SORT</th>
<th>DUAL DEGREE</th>
<th>ASSISTANTSHIP</th>
<th>SCHOLARSHIP</th>
</tr>
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<tbody>
<tr>
<td>607363</td>
<td>000231967</td>
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<td>10U</td>
<td>201070</td>
<td>0</td>
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<td>Y</td>
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<tr>
<td>607374</td>
<td>M99999999</td>
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<td>10U</td>
<td>201070</td>
<td>0</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

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<th>DUAL DEGREE</th>
<th>ASSISTANTSHIP</th>
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<td>607374</td>
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<td>201070</td>
<td></td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>
Program Director View-Assigning Reviewers and Final Admissions Decisions
With the Program Director View, one can assign reviewers to applicants, view applications, view reviewer admission recommendations, make final decisions on admission, and run applicant data reports.

There are two ways to have reviewers assigned:

1. The system assigns all applicants to all reviewers
2. The program director manually assigns applicants to reviewers
   a. Applicants that have been denied by the Program Director will not be viewed by reviewers

Advantages of the system assigning all applicants to all reviewers

- It is quick and easy

Disadvantages of system assigning all applicants to all reviewers

- An applicant cannot be unassigned to a reviewer
- Denied applicants will still appear in the list for all reviewers
- Currently the system cannot automatically assign applicants to a reviewer group, although this will be possible in the future

Advantages of program director manually assigning applicants to reviewers

- The program director can weed out applicants that are clearly not suited to the program before assigning applicants to the faculty reviewers
- Applicants can be assigned to a group of faculty reviewers
  o This is especially helpful if the program has reviewers for particular concentrations or has a large number of applicants such that the applications are divided evenly between faculty reviewers
  o An applicant can be assigned to multiple reviewers all at once
- An applicant can be “deassigned” from a reviewer

Disadvantages of program director manually assigning applicants to reviewers

- A person with the program director view must assign applicants in a timely manner for faculty reviewers to view
- If assigning to individual reviewers (not groups), many applicants can be assigned to one reviewer with one click but one reviewer cannot have multiple applicants assigned with one click
- There is a risk of human error (e.g. a person with the program director view may forget to assign an applicant to a reviewer)
- If faculty reviewers are grouped
  o All reviewers must be part of a group
  o No faculty member can be part of two groups (so if that situation exists, do not use groups; rather, use individual reviewer assignment)
Manual Reviewer Assignment

If manually assigning applicants to reviewers (or deassigning) there are filters the program director can use to limit the list.

Filters for the list of applicants:

- By Program
- By Term
- By assigned or not assigned to a reviewer
- By completion status of the admission file

Note: In Reviewer Assignment, the Term dropdown will only show current and future terms to view. This prevents the graduate program director from accidentally assigning an application from a previous term to a reviewer.

Once the program director has chosen something from the dropdown, the list of applicants matching the filter will appear. Each additional dropdown will limit the list further. Please see filters below.
Once a reviewer has been assigned, the reviewer will then be able to access the application.

The director can select all applicants clearly not fit for the program by using the checkbox and then clicking the button “Deny Selected Applicants.” This will remove the applicants from the list to assign to reviewers.

**Quick Reference for Assigning a Reviewer**

1. Select the radio button to either Assign Reviewers by Reviewer Group or by Individual Reviewer.
2. Click the checkbox to select the applicant(s) to assign to a particular reviewer or reviewer group.
3. Click the Assign Selected Applicants button.
Entering the Final Admission Decision
Only a person with program director view access can enter the final admission decision. To do this, click the Final Decision link.

Select the Program.

Applicants will appear. A person with the program director view can view all the reviewers’ recommendations by expanding the dark gray boxes by clicking on them.
The Graduate School requires that four criteria have been met in order to offer, waitlist, or provisionally admit:

1. A transcript has been received and entered into Universis verifying that the applicant has a baccalaureate degree
2. The applicant’s admission application fee is paid
3. If the applicant is international (not from an English-speaking country or has not attended an English-speaking university) and has taken the TOEFL or IELTS
4. The required number of recommendations (set by the program) has been received.

If the four criteria have not been met, only Deny will appear in the Decision dropdown.
Future features for Applicant Review

- Connect the final admissions decision to Universis. This would trigger an offer letter, offer with tuition or fellowship letter, waitlist letter, or deny letter to the applicant
- Allow applicants to check their application status online
- Allow applicants to accept an offer online
- Have the system automatically assign applicants to faculty groups based on applicant’s chosen concentration