Reviews Tab

Overview: The Reviews tab

Creating Faculty Reviewer Groups

Assigning Reviewers/Reviewer Groups to an Applicant

Managing Applicant Reviews Assigned to You

Viewing and Editing Reviewer Assignments
Overview: The Reviews Tab

The Reviews tab is where you will create and maintain faculty application reviews for your program. In this area you can perform these tasks:

- Create a faculty reviewer group
- Assign individual or groups of reviewers to an applicant
- Manage applicant reviews assigned to you
- View and edit reviewer assignments for your program

Assign Applicants to Reviewers

Choose an applicant and the faculty member to whom you would like to assign the review from the drop-down menus and click Assign Review. You may manage the reviewer groups.

Please note that the applicants are sorted first by the applications status (complete or incomplete) and then by the names.

Select applicants...  Select reviewers...  Assign Review

My Applicants
Creating a Faculty Reviewer Group

In some instances you may wish to have more than one faculty member review an application. For cases such as this, GATS has the capability of creating a reviewer group comprised of multiple faculty members in your program.

**Step 1**
From the Reviews tab, click on the **manage the reviewer groups** link.

---


Assign Applicants to Reviewers

Choose an applicant and the faculty member to whom you would like to assign the review from the drop-down menus and click Assign Review. You may **manage the reviewer groups**.

Please note that the applicants are sorted first by the applications status (complete or incomplete) and then by the names.

---

**Step 2**
A new page will appear with several options. Click the **Add New** button.

Manage Groups of Reviewers

Add, modify or remove the groups of reviewers from the table on the left. Upon selecting a group from the left table, the reviewers in the group will be listed in the table on the right where you can manage the members of the group.

---

Back to reviews
**Step 3**

A pop-up box will appear on the page. Enter a new “Group Name”. The “Scope” dropdown should always be set to “Department”. You can also enter a brief description for the group. Click the button when finished and then close the pop-up box.

![Add Record](image)

The faculty group you created now appears in the “Reviewer Groups” area.

**Step 4**

Once the group has been created, you can add “Group members” (faculty reviewers) to the newly created group. Highlight the group you would like to add members to by clicking on its row. The “Group members” grid is now active. Click the button in the “Group members” area.
Step 5

A pop-up window will appear. Select the reviewer you would like to add from the dropdown list, the click the Submit button (the reviewer’s name will now appear in the “Group members” area).

Note: In order for a reviewer’s name to appear in the drop down list, they must first be provisioned as a reviewer in the Systems tab. See the Systems Tab document for instructions on adding a faculty reviewer to GATS.

After you hit “Submit”, the faculty reviewer’s name will appear in the Group Members area. Now you can add additional reviewers or close the pop-up box.
**Assigning Individuals and Groups to Applicants**

**Step 1**

In the Reviews Tab, select one or more applicants from the “Select applicants...” dropdown list.

![Assign Applicants to Reviewers](image)

**Step 2**

Select one or more reviewers and/or reviewer groups from the “Select reviewers...” dropdown list.

*Note: In order for a reviewer’s name to appear in the drop down list, they must first be provisioned as a reviewer in the Systems tab. See the Systems Tab document for instructions on adding a faculty reviewer to GATS.*

![Assign Applicants to Reviewers](image)

**Step 3**

Click the **Assign Review** button when finished. This new assignment will now be visible to the assigned reviewers when they login to GATS. You can also view the assignments in the Current Assignments tab within the Reviews tab (see page 9 of this document).
Managing Applicant Reviews Assigned to You

If you have applicants assigned to you for review, you will see them listed in the My Applicants tab in the Reviews tab. As a reviewer, you are responsible for completing an application review for all applicants assigned to you. To review an application, follow these steps:

**Step 1**

Click on the applicant name that you would like to review.

![My Applicants Table]

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Date Assigned</th>
<th>Date Application Complete</th>
<th>My Review Score</th>
<th>My Review Complete?</th>
<th>Other Reviewers</th>
<th>Average Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brady, Greg</td>
<td>2010-08-11</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geller, Monica</td>
<td>2010-08-11</td>
<td></td>
<td></td>
<td>No</td>
<td>Do (No)</td>
<td></td>
</tr>
</tbody>
</table>

**Step 2**

This opens the Applicant Review page. Click on the ▼ next to any of the application headers you wish to view or check the Expand All box to see all available applicant information.

![Applicant Review: Greg Brady]

- □ Expand All
- □ Administrative Notes  (Edit)
- □ Personal Data
- □ Application Information
- □ Documents
- □ Standardized Test Scores
- □ Financial Aid
- □ Additional Information

[Review Notes]

Reviewer notes:
Step 3

Enter notes in the “Reviewer notes” text box. Then enter a value from the Score Scale in the “Overall reviewer score” text box.

*Note: The score scale is a predefined list specified by the program administrator at the beginning of the application period.*

Step 4

Click the “My review is complete” checkbox once you have completed your review. Then click the button to submit your review. Close the Applicant Review page. The review for the applicant will now be marked complete in the My Applicants tab.
Viewing and Editing Reviewer Assignments

There may be times when you need to remove a reviewer/applicant assignment. Follow the steps below to “Unassign” a reviewer from an applicant:

**Step 1**

Click the Current Assignments tab in the Reviewers tab.

**Step 2**

There are three options to search for reviewer assignments: “Reviewer Last Name”, “Applicant Last Name”, or “List All”. Choose your search preference and click the Search button.

**Step 3**

Your search results will display. Click the Unassign link next to the assignment you would like to remove. A pop-up box will appear to confirm that this is the action you wish to perform. Click Ok to proceed.
Step 4

“Success” will appear in the Action column. The next time the page is refreshed, this assignment will no longer appear on the list of Current Assignments.

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Applicant Name</th>
<th>Date Assigned</th>
<th>Review Complete?</th>
<th>Score</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, John</td>
<td>Keller, Monica</td>
<td>August 11, 2010</td>
<td>No</td>
<td></td>
<td>SUCCESS</td>
</tr>
<tr>
<td>Doe, John</td>
<td>Clouse, George</td>
<td>August 11, 2010</td>
<td>No</td>
<td></td>
<td>Unassign</td>
</tr>
<tr>
<td>Smith, Jane</td>
<td>Clouse, George</td>
<td>August 11, 2010</td>
<td>No</td>
<td></td>
<td>Unassign</td>
</tr>
<tr>
<td>Doe, John</td>
<td>Do, Scooby</td>
<td>August 11, 2010</td>
<td>No</td>
<td></td>
<td>Unassign</td>
</tr>
<tr>
<td>Doe, John</td>
<td>Green, Rachel</td>
<td>August 11, 2010</td>
<td>No</td>
<td></td>
<td>Unassign</td>
</tr>
</tbody>
</table>