

Assigning Yourself to an Applicant

Step 1

Select the applicant you wish to review from the Applications tab and click his or her name to open the Applicant Detail Page.

| Last name ^ | First name ^ | Gender ⇅ | App date ⇅ | Specialization ⇅ | Prev school 1 ⇅ | Ugrad GPA ⇅ | DOB ⇅ | Complete? ⇅ |
|-------------------------|--------------|----------|------------|-----------------------|--|-------------|------------|---|
| Brady | Greg | Male | 2010-07-02 | writing | Univ Notre Dame | 3.75 | 1970-01-01 | Yes <input checked="" type="checkbox"/> |
| Clouse | George | Male | 2010-07-05 | | Carnegie Mellon University | 3.75 | 1987-01-20 | Yes <input checked="" type="checkbox"/> |
| Costner | Kevin | Male | 2010-07-05 | | The Queen's College, Oxford | 0.00 | 1977-02-25 | No <input checked="" type="checkbox"/> |
| Do | Scooby | Male | 2010-07-02 | quantitative analysis | Fudan University Shanghai | 95.00 | 1980-02-01 | No <input checked="" type="checkbox"/> |
| Geller | Monica | Female | 2010-07-05 | writing | Univ Notre Dame | 4.00 | 1985-05-15 | No <input checked="" type="checkbox"/> |
| Green | Rachel | Female | 2010-07-05 | reading | Ecole des hautes Etudes en Sciences sociales (EHES | 0.00 | 1980-04-15 | No <input checked="" type="checkbox"/> |

Step 2

On the Applicant Detail Page, expand the Review Information area.

Review Information

| Reviewer | Review Complete? | Reviewer Notes | Score |
|--------------------|------------------|----------------|-------|
| No reviewer found. | | | |

Step 3

Click the button. This applicant will now appear with the rest of your reviews in the Reviews tab.