How to Navigate the Review Screen

Ensure your Reviewers dashboard is set and is showing **NUIG- Application Review.** If you need to set **NUIG – Application Review** select from the drop-down menu, click **Set as Default**, this will set the dashboard as your default Reviewers dashboard.

| ∕ ellucian Recruitment √ | Recruitment Home > | | | ዶ © + | ⊽ © ? ⊙ | |
|--|--|--|---|---|---|--|
| New Alerts (3) Latest: You've got an alert for the mai | libox ' <taught pg="" team="">', 13/08/2018</taught> | 09:18 View Alerts | | | × | |
| + NEW TASK I OPEN ASSOCIATED GRID | 🕞 BULK DELETE 🛛 🔛 CLOSE ALL | ACTIVITIES 🗈 RUN REPORT 👻 🔣 EXCEL TEMPLA | TES 👻 🥵 EXPORT TASKS 🛛 👻 📻 TRACK EMAILS BY FOLDER | | | |
| NUIG - Application Revie | 2W × | G - My College Review Completed - My College Review Completed | NUIG - Accepted/ Declined Offers per NUIG - Accepted Offers by User/Team | NUIG - My/Team tasks V Subject I Response to email - Re: [*** | + □ Regarding Due Date ↑] Autumn 20 23/11/2018 15:13 ト | |
| Data Management Home Director of Admissions - Recruiter Activity View Import Mail Merge Administrator Dashboard Nuligi - Admission Team Periods Nuligi - Admission Team Periods Nuligi - Agents Home Nuligi - Agents Home | | a a | Accepted Offer - Firm | Response to email - Re | <pre>pe299cbbd. 15/01/2019 13:34 h p6cae64ce9 17/02/2019 13:28 h p6cae64ce9 27/02/2019 13:28 h p6cae64ce9 23/02/2019 09:18 h p7233422e 13/03/2019 10:30 h p5e7190384 26/03/2019 13:15 h p5e719044 26/04/2019 13:15 h p5e71904 26/04 26</pre> | |
| NUUS - Application Review NUUS - College Overview NUUS - College Overview 2 NUUS - Communications Home NUUS - See Office | 600 800 eview Guid) | Conditional Offer | CountAl (Application Folder) | Response to email - Auto | p ficaabbbe2c 14/04/2019 17:37 P | |
| NUX3 - Hes Unice + NUX3 - Interactional Office + NUX3 - Interactional Office - | | | | | | |
| NUG - Tasks and Emails Operators Nome Operatory Pocessing Reculturent Home Sate DataBoard Sater-Sate Synchronization Montaring System Satu Ny Dashboards NUG - Application Review | Academic Program (Opportunity | (d) Review Status Review | Due Date ↑ Academic Coll Entry Term (Opportunit Academic Level (Op | Admit Type (Opportuni | | |
| ellucian Recruitment ~ Recruitment Home > | | | | | | |
| 1 You need to assign security roles to new users Click to see a list of users who need Microsoft Dynamics 365 Security Roles. Assign Roles | | | | | | |
| ? HELP 🕞 SAVE AS | NEW 🗸 👻 | SET AS DEFAULT & REI | FRESH ALL | | | |

On the Reviewers Dashboard in the first row you will see **Charts** with summary information and **my team/tasks** which will show you any tasks that are outstanding.



The second row **NUIG** - **My Overdue Application Reviews** will show you all the completed applications that you have been assigned responsibility that have been open for greater than 10 working days and these reviews should therefore be prioritised.



mic Program (Opportunity Id)

The third row **NUIG - My Current Application Reviews** will show you all the current applications that you have been assigned responsibility that are pending review.

Review Due Date 🛧

Review Status

Academic Coll... Entry Term (Opportunit... Academic Level (Oppor... Admit Type (Opportuni...



The fourth row **NUIG – My Completed Application Reviews** shows you all the completed applications with released decisions.

| | ication Reviews ~ |
|--|-------------------|
|--|-------------------|

Decide on the application you wish to review by double-clicking on the blank white space

| NUIG - My Current Application Reviews V | Ω | | | | | | + | |
|---|---------------|-----------------------------------|---------------|-------------------|------------------------|-----------------------|---|--|
| Full Name (Person Id) Recommende | NUIG Course I | Academic Program (Opportunity Id) | Review Status | Review Due Date ↑ | Entry Term (Opportunit | Academic Level (Oppor | | |
| Dakshana Sree Raja Karth | 1MEB1 | Biomedical Engineering (ME) - MEB | In Progress | 03/11/2019 | Autumn 2020 | Taught Masters | | |
| Sakkthi Yazhini Perumal S | 1MEB1 | Biomedical Engineering (ME) - MEB | Not Started | 12/11/2019 | Autumn 2020 | Taught Masters | | |

The Applicant Review screen will then open, this information will assist you in reviewing the application and will help you to reach and issue a decision. How to Review an Application will be covered in a separate guide.

| NUIG Application Review | | | |
|--|---|--|--|
| Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised. | Inform Applicant of Missing/ liegible Documentation | | |
| Review Due Date 🔒 12/11/2019 | Missing Documents No | | |
| Recommended Action ** | | | |
| Review Status Not Started | Send Message to Applicant. Please ensure you select 'Send Message' from the field 'Send email'. | | |
| | Message ··· | | |
| | | | |
| Please Add Conditions | | | |
| Conditional Results | Send Email | | |
| Other Conditions | | | |
| Specific Conditions Not Applicable | Devices and Makes | | |
| IELI 5 SKORA NACIJARACI | Reviewers Shared Notes | | |
| | Add to Shared Notes | | |
| Refer Applicant to another program (Only works if Decision on this Review is 'Declined' or 'Waitlisted') | | | |
| Select Program/ Course | | | |
| Academic Load | Shared Notes | | |
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| Mascana for Baulawar Inc. | Overall Comments | | |
| remending on resonant for | Comments | | |
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| | Becommondations | | |
| | Particular transmission | | |
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