

How to make a Firm Offer

Once you have reviewed the application and you are ready to issue a decision on the application, you can do so through the section on the top left of the Reviewers screen.

You will notice the **'Review Status'** will by default be set to **'Not Started'**.

NUIG Application Review

Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date 12/11/2019

Recommended Action --

Review Status Not Started

To add the applicant decision, click on the magnifying glass across from the **'Recommended Action'** field. This will return a list of all available decisions for that application. Select the decision **Firm Offer** on that application, and this will populate that field.

Review Due Date 12/11/2019

Recommended Action

Review Status

Conditional Offer

Declined by Programme Director

Firm Offer

Waitlisted

Look Up More Records

Firm Offer

When the recommended action of **Firm Offer** is selected, the below will appear to add yes if the applicant finished their degree this field is mandatory with a red asterisk.

NUIG Application Review

Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date 16/10/2019

Recommended Action Firm Offer

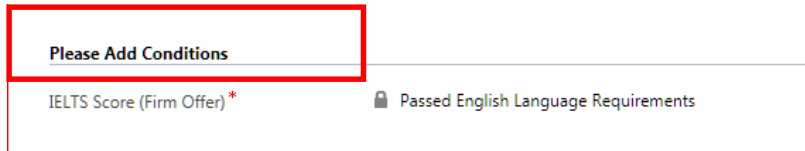
Review Status Completed

If Applicant has not finished degree, change Recommended Action to 'Conditional Offer'

Has Applicant finished their degree?* Yes

Just to note that if English 1st Language is selected with Yes on the application, then the **Please Add Conditions** section will disappear.

If English 1st Language is selected with No on the application, then the **Please Add Conditions** section will appear with a default IELTS Score (Firm Offer). Passed English Language Requirements or Waiving English Requirement can be selected by the reviewer, this field is mandatory with a red asterisk.

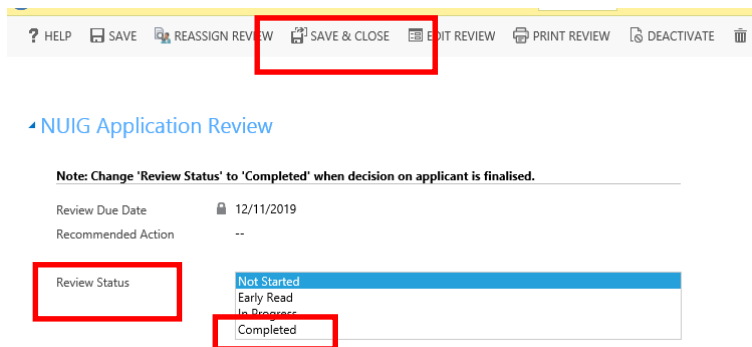


Please Add Conditions

IELTS Score (Firm Offer)* Passed English Language Requirements

If the review of this application is not yet complete, change the **'Review Status'** to **'In Progress'**.

If you have finished the application and are happy with the decision, change the review status to **'Completed'**. The last step of the review process is to save your actions. You can do this by clicking on the **'Save'** or **'Save and Close'** buttons. The review is now complete, and the decisions have been recorded.



? HELP SAVE REASSIGN REVIEW SAVE & CLOSE EDIT REVIEW PRINT REVIEW DEACTIVATE

NUIG Application Review

Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date 12/11/2019

Recommended Action --

Review Status

- Not Started
- Early Read
- In Progress
- Completed

The application has now been moved to the **My Completed Application Review Section** of the reviewer's dashboard.