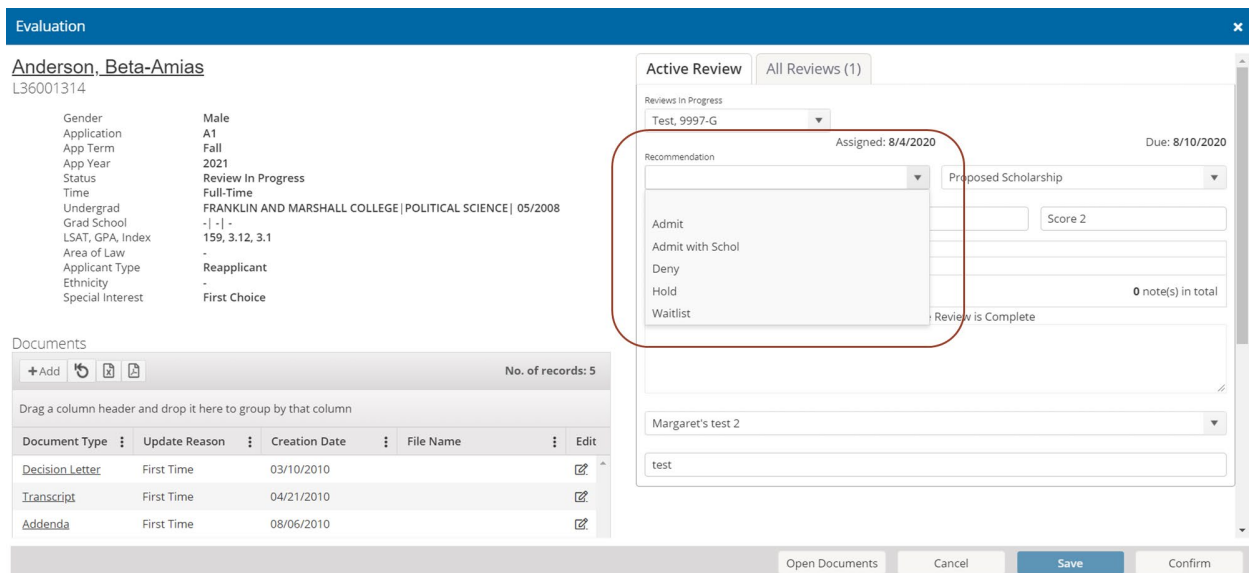Unite Education Program v6.0

Job Aid: 4084

About Reviewer Recommendations

In Unite, reviewers must select a recommendation or enter at least one score in order to submit an evaluation. As illustrated in the picture below, the values for the **Recommendation** field can be customized so that reviewers select from a list that makes sense to your school. If you are an administrator, you can modify the contents of a recommendation after it has been confirmed. For example, you can add a document or edit the recommendation input.

A new feature in Unite allows you to see a summary of reviewer recommendations by application on several admissions workflow grids in the REVIEWS area. The recommendations are summarized in four columns (**Admit**, **Deny**, **Waitlist**, and **Other**) as illustrated in the following picture.

Since schools may offer reviewers several recommendations to choose from and the grids summarize the recommendations in only four columns, you must map each recommendation to one of the four summary recommendations that show on the grids. This gives review administrators a way to quickly gauge the status of applications that are in review and identify applications that may require attention before a decision can be made.

You can add different types of notes related to the applications you review. You can add notes that Unite shares with all reviewers assigned to the application. Unite automatically saves these notes and adds a time stamp. You can edit the shared notes that you create and administrators can edit and delete notes that they create. ScratchPad notes are for your use only, which Unite deletes after the review is complete.