Unite Education Program v7.2
Job Aid: 5216

Review an Application Online

When you are assigned an application for review, you have access to all information needed to evaluate the application on one page in Unite. The *Evaluation* window includes a summary of the application, administrative notes saved on the person and application records, all documents associated with the person and the application, and a historical view of activity and engagement between the person and your school. Depending on your permissions, you may also have access to see recommendations submitted by other reviewers.

At any time after you start a review, you can save your evaluation and return later. You can submit your recommendation as soon as you complete an evaluation, or you can wait and submit multiple evaluations at the same time. Depending on your school policy, your evaluation may include a recommendation, up to two scores, a proposed scholarship, scholarship amount, school-specific review fields, and any shared notes for others to consider.

Part of your evaluation involves looking at the panel with person and application details. The following table provides a description of each expandable and collapsible section in the panel.

Section	Description
Evaluation Summary	The *Evaluation Summary* section provides quick insights about the person and application.
Person Notes	The *Person Notes* section is where you can see administrative notes about the person and add a note to the person record if you have permission.
Application Notes	The *Application Notes* section is where you can see administrative notes about the application and add a note to the application record if you have permission.

Section	Description
Documents	The *Documents* section is where you can work with documents that are specific to the person and the application. Depending on your school policy, you may have permission to add, delete, and replace documents in the *Documents* list grid.
Activities	The *Activities* section is where you can see a record of all contact associated with the person, including sent email messages, events, and contact notes.

The other part of your evaluation involves working with information in the panel with review details. The following table provides a description of each tab that may display in the panel depending on what type of review you are performing and where the application is in the admissions cycle.

Tab	Description
Active Review	The *Active Review* tab is where you select a recommendation for the application, recommend a scholarship, and add notes about your evaluation. This tab displays for users with permissions to review applications.
All Reviews	The *All Reviews* tab is where you see recommendations from other reviewers. This tab displays for users with permissions to review applications and to see recommendations submitted by other reviewers.
Older Reviews	The *Older Reviews* tab is where you see recommendations from all reviewers for previous applications associated with the person. This tab displays for users with permissions to review applications and to see recommendations submitted by other reviewers.

Tab	Description
Post Decision Review	The *Post Decision Review* tab is where you select a recommendation for the application, recommend a scholarship, and add notes about your evaluation. This tab displays for users with permissions to review applications and who are assigned an application to review after a final decision is made for the application.

To review an application

1. Open a browser and log on to Unite.

2. On the main menu, click REVIEWS**.**

3. Verify you are on the *My Pending Reviews* tab.

Note

   If you have review administrator permissions, click the *My Pending Reviews* tab to see applications that have been assigned for your review.

4. In the **Last Name, First** column, click the person name for the application you want to review.

5. On the *Active Review* tab, check the **Reviews in Progress** field to determine if you should review the application for a specific purpose.

Note

   If the **Reviews in Progress** field displays your username, a hyphen, and then another name, the application has been assigned to you for a specific type of review which is indicated by the folder name after the hyphen.

6. In the panel that contains person and application details, review the information in each section.

> **Note**
>
> In the *Documents* section, click a document to view the contents or click
> `Open Documents` to view all documents associated with the person
> and the application. Unite opens each document in a scrollable pop-up
> window that has different options for you to personalize your review.

7. In the panel that contains review details, review the information on each tab.

8. On the *Active Review* tab, add review notes to save with your evaluation.

> **Note**
>
> If you want to include a shared note when you submit your
> recommendation, click `+ Add Note`. You can add any number of
> shared notes up to 5,000 characters each. Automatic save as you type
> keeps you from having to manually save each note. Be sure to click
> `Close` after entering each note.

> **Note**
>
> If you want to take notes as you complete your review but not include
> the notes when you submit your evaluation, use the **Scratch Pad** field
> to add notes just for you to see while you are evaluating the
> application. Once you submit your recommendation, Unite clears the
> **Scratch Pad** of any notes you may have kept for yourself.

9. From the **Recommendation** list box, select your recommendation.

10. If your school uses scores, enter your score in the **Score 1** and/or **Score 2** text box.
    Otherwise, skip this step.

11. Add a proposed scholarship and amount, if needed.

12. Click `Save` .

13. Once you are ready to complete your evaluation, click `Confirm` .

> **Note**
>
> Decision reviews must include a recommendation or score to be complete. Post-decision reviews do not require a recommendation or score.

14. Review your recommendation, and then click **Submit**.

> **Note**
>
> You do not have to submit your recommendation as soon as you complete an evaluation. You can wait and submit multiple completed evaluations at the same time.

Related resources

- 4084 – About Reviewer Recommendations

- 5695 – Submit a Recommendation on Behalf of Another Reviewer