Unite Education Program v10.0
Job Aid: 5701

Open the Evaluation for an Application

When you assign an application for review, Unite generates an *Evaluation* window on which you can access reviewer recommendations and change the application status to reflect a decision. If an application goes through multiple review processes, Unite updates the *Evaluation* window for the application so that you have access to information from every review. The steps to open the evaluation for an application differ depending on whether you want to open the evaluation from an application record or open the evaluation from a grid in the REVIEWS area of Unite.

To open an evaluation from an application record

1. Open a browser and log on to Unite.

2. On the main menu, click PEOPLE.

3. Find and open the person record.

   > **Note**
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   > You can find person records by performing a search, opening a view on the *Search Results* tab, or checking the *Recents* grid. Each person name is a hyperlink to open the record.

4. Click the tab for the application that has the evaluation you want to open.

   > **Note**
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   > Applications in the current admissions cycle are open and have a clear, white tab. Closed applications have a gray tab.

5. On the application menu, click **View Reviews**.

6. On the *Evaluation* window, review the evaluation and make updates as needed.

7. If you updated application information, click **Confirm** and follow the prompts to submit your changes. Otherwise, click **Cancel** to close the *Evaluation* window.

8. Click **X** to close the person record.

To open an evaluation from a grid

1. Open a browser and log on to Unite.

2. Navigate to the grid from which you want to open the evaluation.

   Note

   You can open reviewer evaluations in the REVIEWS area of Unite on the *All Decisions*, *All Reviews* and *My Pending Actions* grids.

   Note

   Only applications that are in review or have been reviewed have an evaluation that you can open.

3. Organize the grid to find the application that has the evaluation you want to open.

   Note

   You may need to sort, filter, or increase the items per page to see all records in the grid.

4. In the **Last Name, First** column, click the person name for the application.

5. On the *Evaluation* window, review the evaluation and make updates as needed.

6. If you updated application information, click **Confirm** and follow the prompts to submit your changes. Otherwise, click **Cancel** to close the *Evaluation* window.

Related resources

- 5433 – Perform a Person Search

- 5743 – Open a Person Record