

Assigning and Monitoring Post Decision Reviews

After a decision has been made on an application, it may be necessary to review the file for such factors like scholarship consideration, moving applications from the waitlist, or assigning files to a faculty advisor. Unite supports this kind of review, after a decision has been made, through the Post Decision Review process. A Post Decision Review differs from a typical pre-decision review since it is used after a decision has been made, does not require a score or recommendation for confirmation, and it does not change the status of an application.

Post Decision Reviews are assigned and managed in the Reviews area in the All Decisions tab. This is key because assigning files for review in any other place in Unite results in the review being treated as a standard, pre-decision review, and the status of the application reverting to Review in Progress.

To assign an application for a Post Decision Review

1. Open a browser and log on to Unite.
2. Navigate to the **REVIEWS** area and select the All Decisions tab.
3. Select the checkbox of the application that requires a Post Decision Review.
4. Click the **Actions** button.
5. Select **Assign** from the Actions Menu.
6. Select the radio button for Assign, and then select Submit.
7. Click the Select Reviewers dropdown menu to select a reviewer. Alternatively, you may begin typing the name of the reviewer you wish to assign.
8. Select **Submit**.
9. Select **Yes** when prompted to Confirm assign post decision reviews.
10. You will return to the All Decisions tab in the **REVIEWS** area. The applicant's name will be hyperlinked to signify that it has been assigned to a post decision reviewer.

Monitor Post Decision Reviews by creating a View

1. Ensure you are in the **REVIEWS** area.
2. On the All Decisions tab, organize the grid to include the following columns:
 - a. **Reviewer** column to identify what applications have been assigned and are actively in a post decision review. A post decision reviewer's name appears as, "Post Decision: Reviewer Name."
 - b. **Confirmed Reviews** column to identify completed Post Decision Reviews.
 - c. **Post Decision recommendation** column to identify if a post decision reviewer made a new recommendation.
 - d. **Post Decision Scholarship Recommendation** column to identify if the reviewer recommended a scholarship award.
3. Select **My Views**
4. Click **Create New View**
5. In the **View Name** text box, enter a name for the view such as Post Decision Reviews
6. Click **Save**
7. Depending on your need, this grid allows you to filter for Post Decision Reviews in progress or confirmed reviews.