

# Admissions Online Review Working Group

## High Level Requirements and Possible Solutions

### June 2010

- Requirement: Reviewers need to be assigned to applicants** – this can be done in a variety of ways: ad hoc, groups, areas of interest or degree coding.

*Solution:* In the new admissions review section of MGP, reviewers will be assigned as follows:

  - Ad hoc** - From the applicant list, a reviewer can be assigned to one or more applicants.
  - Groups** – A new group can be created and reviewers can be associated with this group. Applicants can be assigned to the group from the applicant list.
  - Areas of interest** – Applicants select their areas of interest in the admissions application. Reviewers can be associated with one or more areas of interest. The system will associate applicants of a selected area of interest with the reviewers assigned to that interest.
  - Degree coding** – Applicants select their degree program in the admissions application. Reviewers can be associated with one or more degree program. The system will associate applicants of a selected degree program with the reviewers assigned to that degree coding.
- Requirement: New sortable, filtered lists are needed** for such things as, keeping track of applicants with complete/incomplete applications, recommendations received or still pending, ranked applicants, reviewers and the applications assigned to them (including scores where necessary) and applications that are “review ready” although they may not be complete.

*Solution:* The lists described above will be added to the new admissions review section of MGP. Also, within the list, an administrator will be able to mark an application as “review ready”, if they decide that enough application materials have been submitted and it is ready to be reviewed.
- Requirement:** There is a high demand to **make the review process less cumbersome** for the faculty. Currently, the high number of clicks required to review an application and the disjointed nature of viewing the application in MGP creates an inefficient review process.

*Solution:* In MGP, departmental users will be able to create a “review profile” for each of their degree programs - similar to “unit profiles” for the application. Users will be able to create a reviewer worksheet and select the application data and materials they want to display. When a reviewer clicks on the applicant from the list, they will be able to see the data associated with the profile. The more concise view of the application will reduce the number of clicks and make it easier to review applications
- Requirement:** A system is needed for **assigning a quantitative or qualitative score** to each application. A place for reviewers to **add notes to an application** is also required.

*Solution:* For quantitative scoring, a textbox could be added for each applicant in the list, where a score can be entered. Each department could create their own qualitative scoring descriptions and assign values to them, if necessary. Ranked lists of applicants could be displayed in the online review section of MGP. A textbox would exist for writing notes about the application. Saved notes will display the name of the person who wrote the note and the date/time, in chronological order. The ability to hide notes and scores from other reviewers will be necessary.