***Holistic Review – Summary of Promising Practices***

**These practices have been proved successful in their own contexts (e.g. variation in departments, disciplines, and size of applicant pool), and undergo continuous reevaluation and improvement following each admissions cycle. The recommended practices are organized by admission cycle.**

**Recruitment**

Practice 1: Attend institutional, regional, or national conferences or recruitment fair to recruit diverse potential applicants

**Prior to Admission**

Practice 2: Conduct a simple study on past trends of applicants, students and alumni, and pay attention to underrepresented population

Practice 3: Clearly state on the admission webpage details how the program implements the holistic admission process

Practice 4: Form an admission review committee, representing diverse perspectives from across the department/program (consider asking student representatives and program alumni to serve on the committee)

Practice 5: Include narratives in required admission materials (e.g. essay, personal statement) to assess non-cognitive skills and past experiences, and provide clear instructions as to how these materials may impact admission decisions

Practice 6: Create and update an admission manual and guidelines for review committee members (to account for annual committee member turnover)

Practice 7: Provide and update an annual orientation session for admission review committee members, which should include implicit bias training for all committee members

**Admission Review Process**

Practice 8: Assign at least two reviewers for each applicant to provide an overall assessment of the applicant

Practice 9: Decide whether or not the GRE score should be a required component of the admission review process (and if so, define how it is used and what weight it carries in the final decision)

Practice 10: Be clear of the desired qualifications of candidates before review of applications begin, and make them transparent to potential applicants

Practice 11: Develop an admission review rubric that reflects departmental values, and discuss the rubric with review committee members to achieve a shared understanding of the department/program’s mission, focus, and commitment to diversity, inclusion and equity

Practice 12: Record the scores, rank the candidates, and schedule at least one admission committee meeting to discuss the merit of the committee’s rankings and decisions

**Additional Practices**

Practice 13: When pre-screening is required (due to large number of applicants), clearly define the process and do not use a single indicator for excluding an applicant (e.g., GRE score, GPA, or undergraduate institution)

Practice 14: Develop evidence-based practices, such as collecting data on applicants’ experiences to capture changes before and after implementing a particular practice.

Practice 15: Match student services to the diverse needs of newly admitted students so they are fully and comprehensively supported as UW students