

## How to Navigate the Review Screen

Ensure your Reviewers dashboard is set and is showing **NUIG - Application Review**. If you need to set **NUIG – Application Review** select from the drop-down menu, click **Set as Default**, this will set the dashboard as your default Reviewers dashboard.

The screenshot shows the ellucian Recruitment Home dashboard. The left sidebar contains a list of System Dashboards and My Dashboards. The 'NUIG - Application Review' dashboard is selected and highlighted with a red box. The main content area displays three charts: 'NUIG - My College Review Completed' (a pie chart showing 46 Declined by Programme Director and 14 Conditional Offer), 'NUIG - Accepted/ Declined Offers per...' (a bar chart showing 4 Accepted Offer - Firm), and 'NUIG - My/Team tasks' (a table of tasks). The bottom navigation bar includes a 'SET AS DEFAULT' button, which is highlighted with a red box.

On the Reviewers Dashboard in the first row you will see **Charts** with summary information and **my team/tasks** which will show you any tasks that are outstanding.

The screenshot shows the ellucian Recruitment Home dashboard. The left sidebar contains a list of System Dashboards and My Dashboards. The 'NUIG - My Overdue Application Reviews' dashboard is selected and highlighted with a red box. The main content area displays three charts: 'NUIG - My College Review Completed' (a pie chart showing 46 Declined by Programme Director and 14 Conditional Offer), 'NUIG - Accepted/ Declined Offers per...' (a bar chart showing 4 Accepted Offer - Firm), and 'NUIG - My/Team tasks' (a table of tasks). The bottom navigation bar includes a 'SET AS DEFAULT' button, which is highlighted with a red box.

The second row **NUIG - My Overdue Application Reviews** will show you all the completed applications that you have been assigned responsibility that have been open for greater than 10 working days and these reviews should therefore be prioritised.

The third row **NUIG - My Current Application Reviews** will show you all the current applications that you have been assigned responsibility that are pending review.

The fourth row **NUIG – My Completed Application Reviews** shows you all the completed applications with released decisions.

Decide on the application you wish to review by double-clicking on the blank white space

The Applicant Review screen will then open, this information will assist you in reviewing the application and will help you to reach and issue a decision. How to Review an Application will be covered in a separate guide.

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