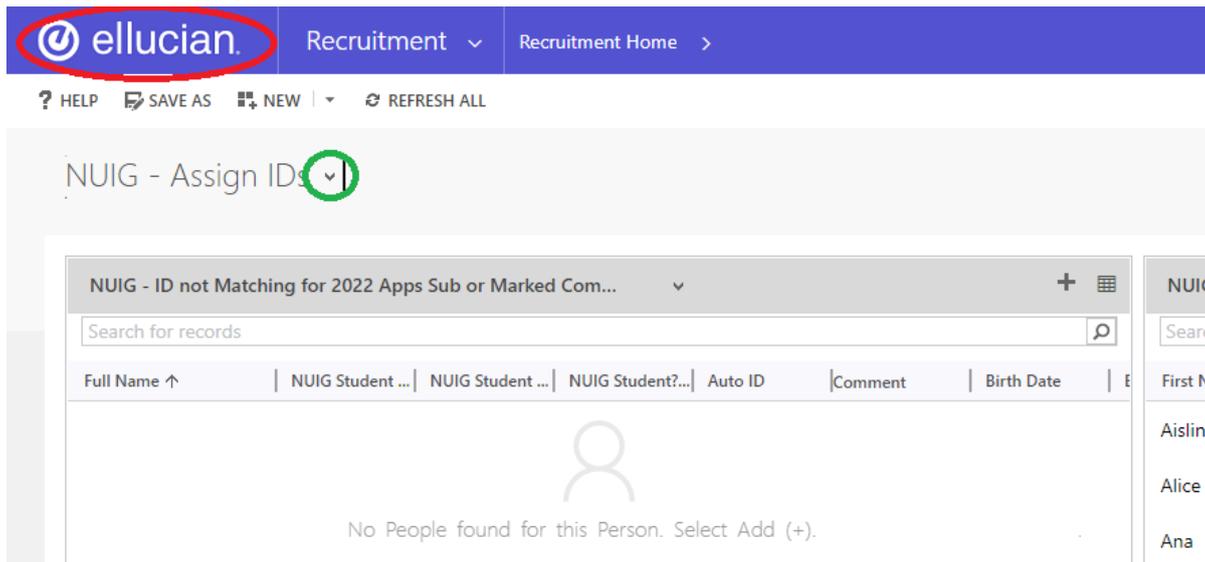


## How to Review an Application on CRM Recruit and Make an Offer

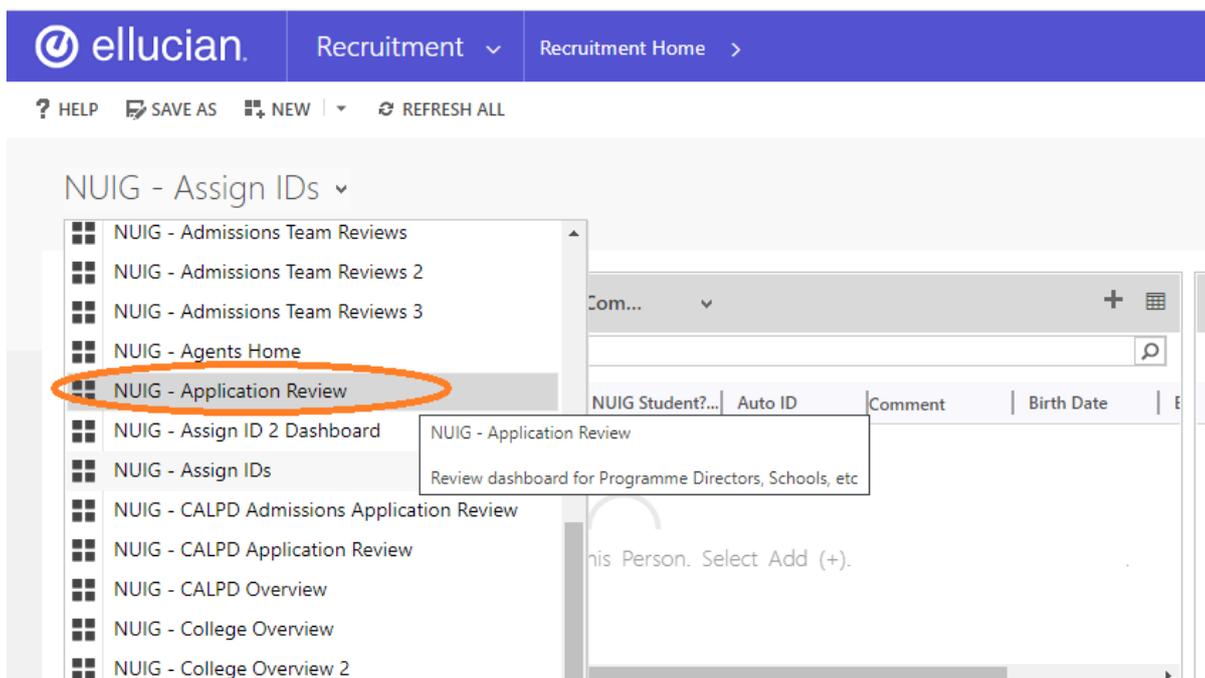
If you have been set up to receive email notifications, you might have gotten an email to say that there is an application awaiting review. Or perhaps you just check the system regularly. Either way, this is how you navigate to the review.

To ensure you are on the home screen, start by clicking the 'Ellucian' icon (circled in red).

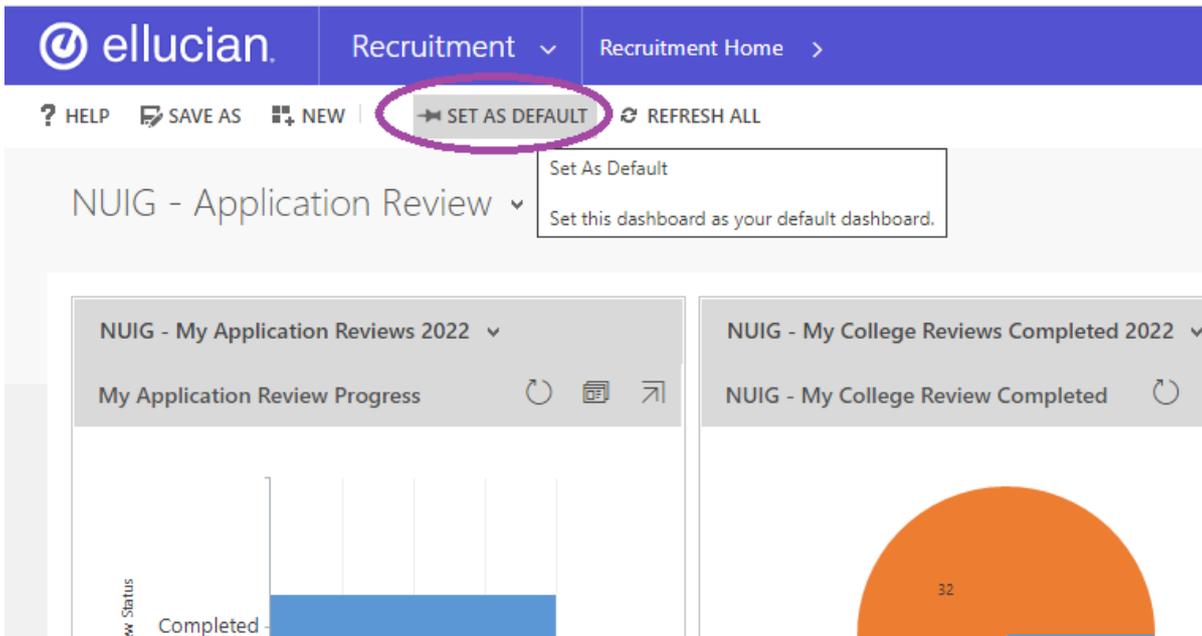
Then click the down-arrow (circled in green) to display the dropdown list of 'dashboards'. 'Dashboards' are just collections of reports.



From this list select 'NUIG – Application Review' (circled in orange).

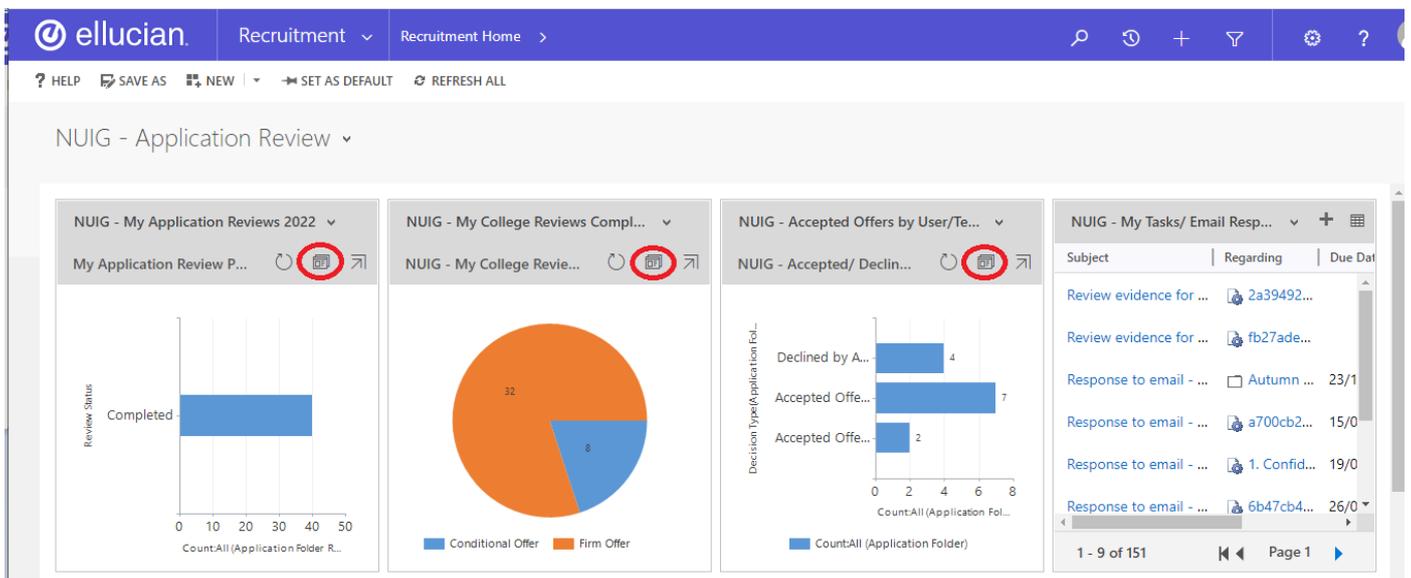


Then select 'Set as default' to make this your default dashboard.



On this dashboard, you will see there are 7 different reports – you will need to scroll to see them all. You will only see applications for courses that you have permission to see in the system.

On the graphical reports, you can click the middle icon (circled in red below) to see the records associated with that chart.



If you scroll down, you will see the 3 remaining reports: 'NUIG – My Overdue Applications Review', 'NUIG – My Current Application Reviews' and 'NUIG – My College Reviews Completed 2025'.

To see the records associated with any of these reports in more detail, you can click the grid icon (circled in green) to 'pop out' the report.

## NUIG - Application Review

NUIG - My Current Application Reviews

Search for records

Full Name (Person Id)	Recommend...	NUIG Course Ins...	Academic Program (Opportunity Id)	Review Status	Review Due Date
No Application Reviews found for this Application Folder Review. Select Add (+).					

NUIG - My College Reviews Completed 2025

Search for records

Academic Coll...	Name	Review Due D...	Review Status	Reviewer	Reviewer Com...	NUIG Review T...	Anticipated En...	Academic Leve...
Business, Pu...	Abdul Reh...	22/05/2024	Completed	Business Tea...		Business Tea...	Spring 2025 ...	Taught Mast...
Business, Pu...	Abin Thom...	05/10/2023	Completed	Business Tea...		Business Tea...	Spring 2025 ...	Taught Mast...

When the report is 'popped out', you can scroll right to see further details, or you can click the 'filter' icon (circled in purple below) to apply filtering (just like you would in excel). You can also just 'Export to Excel' as circled in red. Note: if you don't see an 'Export To Excel' option, just increase the size of the window until the button appears.

To see the review for any of the applicants you can just double-click the space to the right/left of their name (circled in yellow). This brings you to the review where you can see all the relevant information for that application.

Application Reviews NUIG - My Overdue Application Reviews - Microsoft Dynamics 365 - Google Chrome

nuigalwaydevlcrmluciancrmrecruit.com/main.aspx?etc=10126&viewid=%7b846261B3-66D1-E811-80D8-0AE1A44DFA06%7d&viewtype=1039&pagetype=EN...

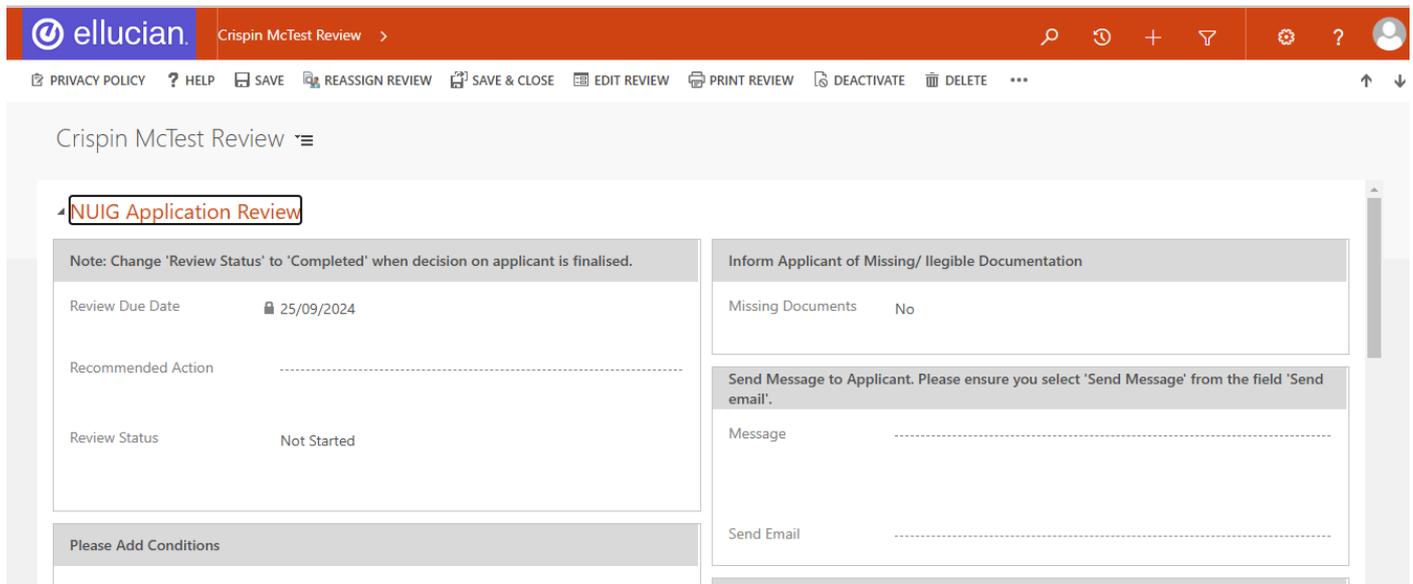
PRIVACY POLICY HELP NEW DELETE EMAIL A LINK RUN REPORT EXCEL TEMPLATES EXPORT TO EXCEL

NUIG - My Overdue Application Reviews

Search for records

Full Name (Person Id)	NUIG Course ...	Academic Program (Opportunity Id)	Review Status	Review Due...	Acad...
Crispin McTest	1PME1	Professional Master of Education (in English)	Not Started	25/09/2024	Arts, Social Sc.
Crispin McTest	1MGO1	Máistir Gairmiúil san Oideachas   Professional M...	Not Started	25/09/2024	Arts, Social Sc.
Dougal McTest	1MGO1	Máistir Gairmiúil san Oideachas   Professional M...	Not Started	25/09/2024	Arts, Social Sc.
Jack McTest	1MGO1	Máistir Gairmiúil san Oideachas   Professional M...	Not Started	25/09/2024	Arts, Social Sc.
Ted McTest	1MGO1	Máistir Gairmiúil san Oideachas   Professional M...	Not Started	25/09/2024	Arts, Social Sc.
Finch McTest	1PME1	Professional Master of Education (in English)	Not Started	21/09/2024	Arts, Social Sc.

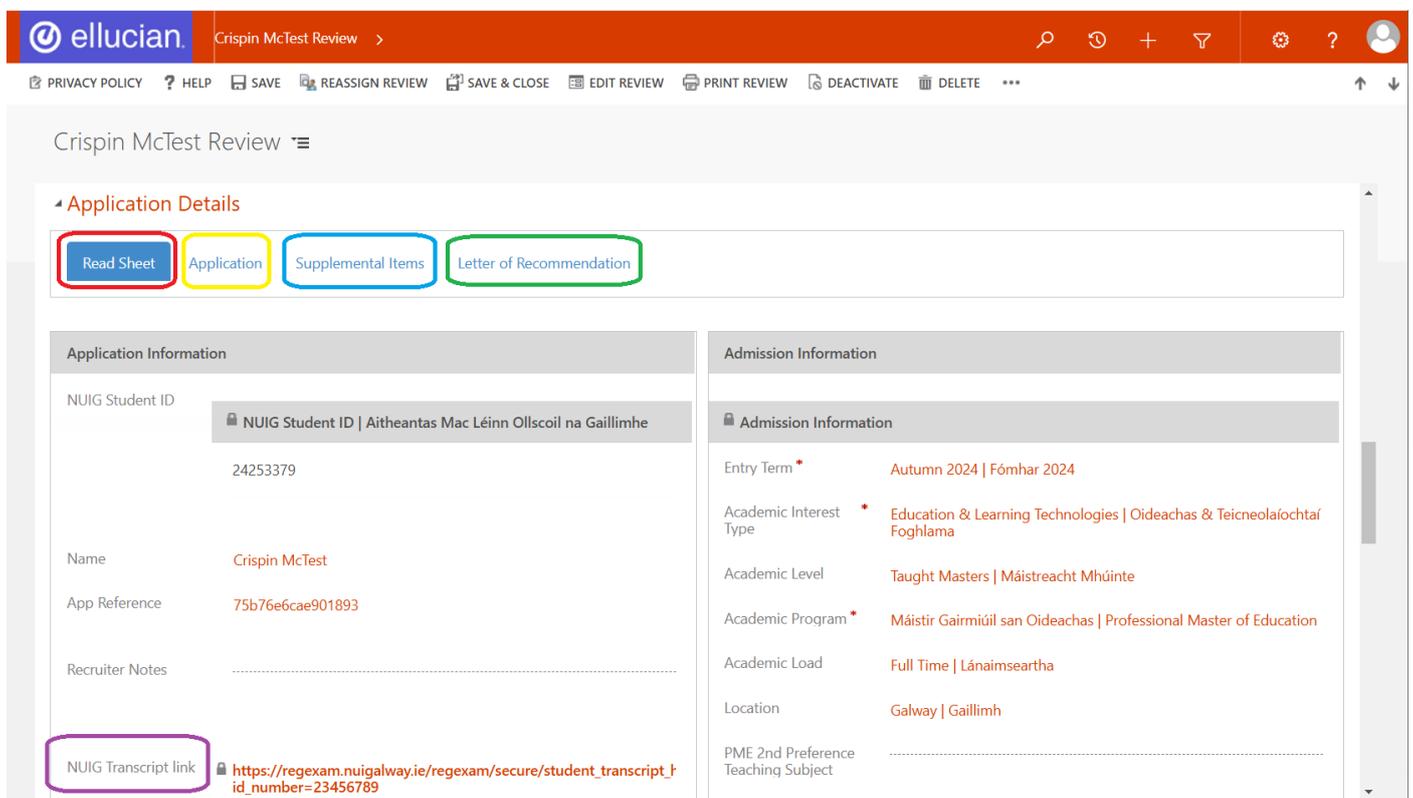
When the Review Screen opens you will see a long page with a scroll bar on the right.



The first thing you want to do is see the applicant's details. To do this, scroll down until you reach the 'Application Details' section. You will see four tabs:

- Read Sheet (circled in red below): provides a summary of entire application
- Application (circled in yellow): shows the form that the applicant completed
- Supplemental Items (circled in blue): contains the supporting documents uploaded by the applicant
- Letters of Recommendation (circled in green): contains the letters of recommendation if applicable

Lower down, you can see the 'NUIG Transcript Link' (circled in purple) for past students of the university

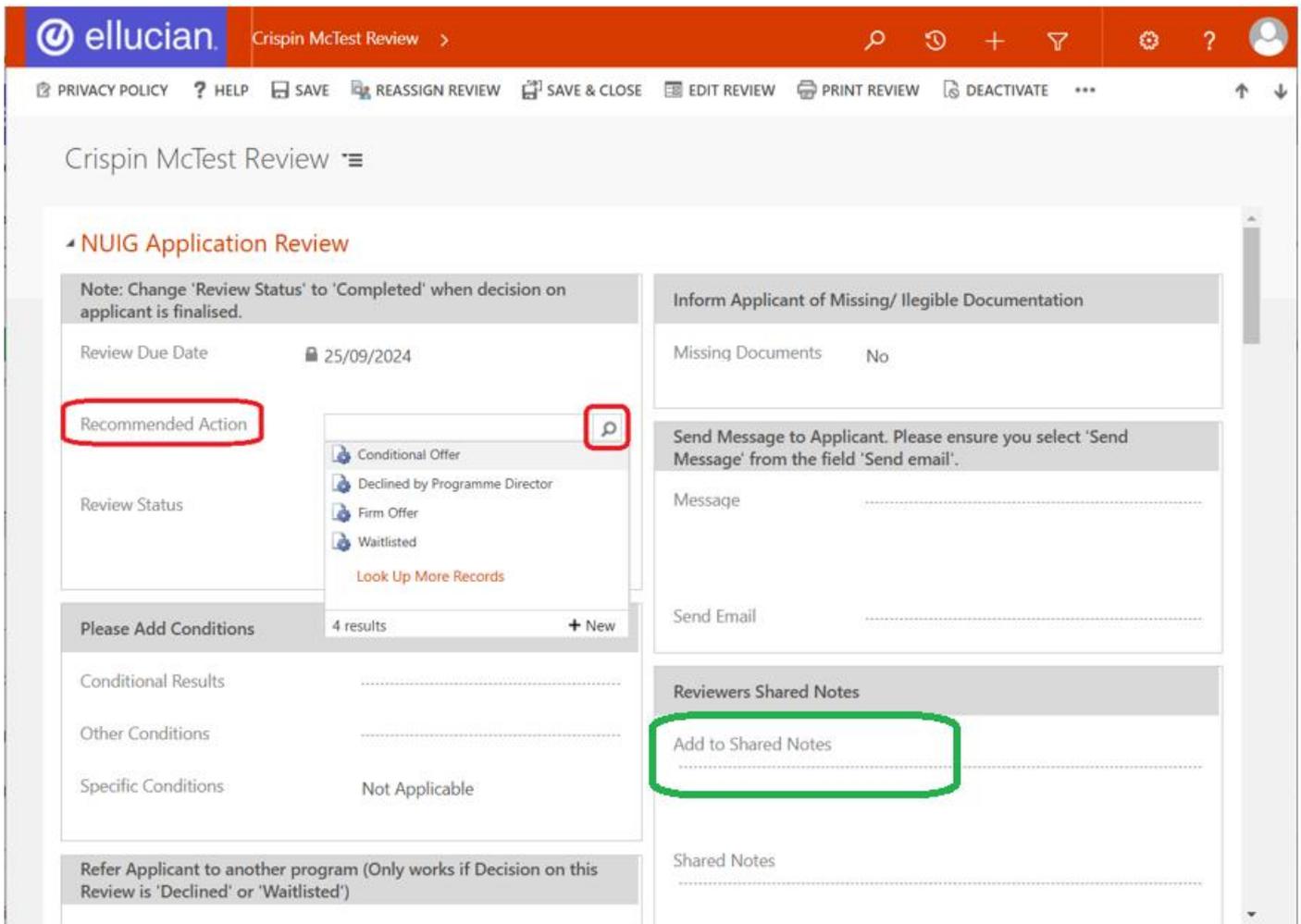


Review the applicant's details until you have decided that you are ready to issue a decision. Then scroll back up.

At the top of the review screen, you will see the 'Recommended Action' field. Click on the magnifying glass to see your options. You can select:

- Conditional Offer
- Declined by Program Director
- Firm Offer
- Wait Listed

More details on each type of offer can be found on the next page of this document. Whichever option you select, we recommend that you add notes to the 'Reviewer Shared Notes' section to record specific details.

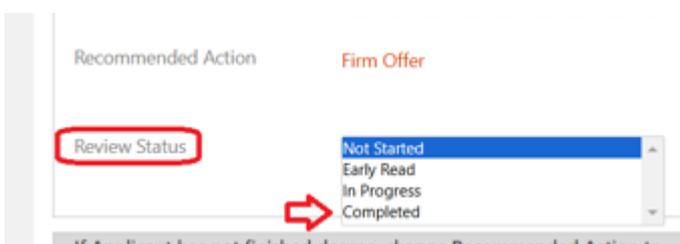


To issue your decision, select the 'Recommended Action' from the list.

Then you need to update the 'Review Status'. There are 4 options (Not Started, Early Read, In Progress, Completed) but typically you will only select either 'In Progress' if you have not finalized the decision, or 'Completed' if you have.

Then 'Save & Close'

**IMPORTANT:** Setting the 'Review Status' to 'Completed' acts like a trigger that locks the review and updates the application. Until 'Completed' has been selected, the application will not progress and the applicant will not be notified.



## Conditional Offers

When you select 'Conditional Offer', a section will appear below where you can select the relevant conditions of the offer. Select the conditions from the dropdown(s), then go back and set the 'Review Status' to 'Completed'. Save & Close. The review is complete and the next steps are done by Admissions.

The screenshot displays the 'NUIG Application Review' interface. At the top, a note states: 'Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.' The main review area shows: 'Review Due Date' as 25/09/2024, 'Recommended Action' as 'Conditional Offer' (highlighted with a red box), and 'Review Status' as 'Not Started'. Below this is a 'Please Add Conditions' section with a dropdown menu for 'Conditional Results' (highlighted with a red box) showing options like '1:1 or above in your UG Degree (Level 8)'. To the right, there are sections for 'Inform Applicant of Missing/ Illegible Documentation' (Missing Documents: No), 'Send Message to Applicant' (with a message field and 'Send Email' button), and 'Reviewers Shared Notes' (with an 'Add to Shared Notes' field).

**IMPORTANT:** When an applicant accepts a Conditional Offer, they need to upload proof of having met the selected conditions. This aspect is monitored by the Admissions Office, who update the Conditional Offer to 'Conditions Met' when proof has been received. No further intervention is needed from the Reviewer.

## Declined by Program Director / WaitListed

If you select 'Declined by Program Director' or 'WaitListed' you will see a 'Referral' section pop up under the Review Status. This will allow you to refer the applicant to an alternative program that might be more suitable and will automatically generate a new application for that program while leaving the current application in a status of Declined/Waitlisted. Please note that you can only refer to programs that are not PhD's, Research Masters or CALPD.

The screenshot displays the 'NUIG Application Review' interface for a 'Declined by Programme Director' status. The 'Recommended Action' is 'Declined by Programme Director' (highlighted with a red box). Below it, the 'Reason for Decline' field is empty (highlighted with a red box). The 'Review Status' is 'Not Started'. A 'Refer Applicant' section (highlighted with a red box) is visible, with a note: 'Refer Applicant to another program (Only works if Decision on this Review is 'Declined' or 'Waitlisted')'. This section includes fields for 'Select Program/ Course' and 'Academic Load'. To the right, there are sections for 'Send Message to Applicant' (with a message field and 'Send Email' button) and 'Reviewers Shared Notes' (with an 'Add to Shared Notes' field).

To make a referral:

1. Select the Referral **Program/Course** from the list by hovering over the magnifying glass
2. Then select the '**Academic Load**' (i.e. Fulltime or Part-time) from the list by hovering over the magnifying glass.
3. You can enter a message for the Reviewer of the alternate program in the section below that.

**Refer Applicant to another program (Only works if Decision on this Review is 'Declined' or 'Waitlisted')**

Select Program/ Course  

Academic Load -----

Message for Reviewer (re: -----

Don't forget to set the **Review Status** to Completed. Save.

### Firm Offers

The most straightforward decision is a 'Firm Offer'. Note that when you select 'Firm Offer', a question will appear below asking if the Applicant has finished their degree. If they have, click 'Yes'. Then go back and set the 'Review Status' to 'Completed'. Save & Close. **The review is complete and the next steps are done by Admissions.**

**NUIG Application Review**

Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date

Recommended Action **Firm Offer**

Review Status  

- Not Started
- Early Read
- In Progress
- Completed

If Applicant has not finished degree, change Recommended Action to 'Conditional Offer'

Has Applicant finished their degree?

Inform Applicant of Missing/ Illegible Documentation

Missing Documents

Send Message to Applicant. Please ensure you select 'Send Message' from the field 'Send email'.

Message: -----

Send Email: -----

Reviewers Shared Notes