

# RHB

WE HELP GREAT CAUSES SUCCEED.

Following are instructions for accessing the Slate Reader and reviewing applications for both Faculty Reviewers and Graduate Coordinators.

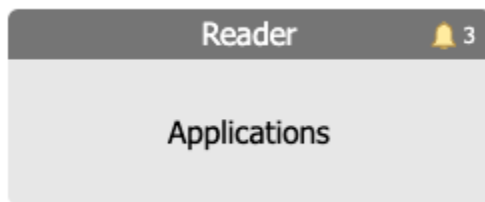
## Reader Instructions

### To Access Reader

1. Login to Slate at [apply.memphis.edu/manage](http://apply.memphis.edu/manage) (Create a bookmark for future use)
2. Click the Reader icon in the top navigation:



3. If more than one workflow option is available, select the “Reader > Applications” option:



### Navigating Reader

Reader navigation is located on the left-side of the screen:

Applications will be accessed through one of three primary routes:

- Browse** - View the Reader bin structure, click into a specific bin, and see applications that are sorted in that bin.

Graduate Admissions		
Awaiting Review	Review	Decision
Awaiting Submission	First Review	Admit
122	13	6
Awaiting Payment	Second Review	Conditional Admit
48	0	1
Awaiting Materials	Grad Coordinator Review	Waitlist
57	3	0
Hold for Additional Materials	Non-Degree Review	Deny
0	0	1
	Re-Admission Review	Hold for Decision
	0	0

- Search** - Search for application records across multiple bins and groupings within the Reader.
  - Use Search fields to locate if record is in a bin

- **Queue** - Access applications that are currently assigned to your queue for review.

## Viewing Applications

To view an application record within the Reader, either find an application within a bin or search for the desired application record(s). Once identified, click the file icon to the right of the application information that displays:

slate	Applications (3)			Build Query	Classify	Refresh
Home	<b>Bin</b>	<b>Name</b>	<b>Program</b>	<b>Term</b>		
Browse	Graduate Admissions - Grad Co... ► RHB State	Henry TEST, Joshua TEST	Doctor of Philosophy - Nursing (PhD)	Spring 2023		
Search	Graduate Admissions - Grad Co... ⚠ You have this file in your queue. RHB State	Laney TEST, GradCoordTEST	Graduate Certificate - Local Government Management	Fall 2023		
Queue	Graduate Admissions - Grad Co... ► Faculty Reviewer Test User,	Laney TEST, Training TEST	Master of Professional Studies - Professional Studies	Spring 2024		
Recent	Grad Coordinator Test User					

The application record will open up, and new navigation tabs will display along the left side of the screen:

slate

Dashboard

Application

Transcripts

Recommendati...

Supporting Ma...

Score Reports

Review Forms

International D...

Review Forms

142931183 Henry TEST, Joshua TEST

NU-PHD-NRSN 202310

SMS Opt Out

Search...

Student Info

Application Status:	Awaiting Decision	Application Submitted Date:	04/26/2022	Bin:	Grad Coordinator Review
University ID:	ZZZ111222333	City:	Indianapolis	Career Level:	Doctoral
Name:	Henry TEST, Joshua TEST	State/Region:	IN	College/Division:	Lowenberg College of Nursing
Birthdate:	10/21/2000 (21)	Country:	United States	Program:	Nursing (PhD)
Contact:	jhenry@rhb.com /	Citizenship Status:	US	Degree:	Doctor of Philosophy
Race/Hispanic:	White or Caucasian / Not Hispanic	Primary/Secondary Citizenship:	United States/	Concentration:	
Legal Sex:	Male	Geomarket:	IN-07 Greater Indianapolis	Entry Term:	Spring 2023

Colleges/Universities

Name	Location	GPA	Degree	Attended From	Attended to	Level
Boston College	Chestnut Hill, MA		Master's Degree	2008-08-01	2010-05-01	Graduate
College of William and Mary	Williamsburg, VA	3.15	Bachelor's Degree	1999-08-01	2003-05-01	Undergraduate

Employment

Employer	Title	Start Date	End Date
RHB	Senior Integration Consultant	06-01-2021	

Family Information

Relation Type	First Name	Last Name	Education Level	Emergency Contact	Deceased
Spouse	Courtney TEST	Henry TEST			
Child	Declan TEST	Henry TEST			
Child	Bryant TEST	Henry TEST			

Application Review

Decision Recommendations

06-29-2022: RHB Slate - Admit

Decisions

Decision	Reason	Status	Confirmed	Released	Received
----------	--------	--------	-----------	----------	----------

Each Reader tab listed along the left houses different information or materials for the applicant. A PDF of the application is found on the Application tab, transcripts are found on the Transcripts tab, resumes and essays are found on the Supporting Materials tab, and so on.

While viewing an application, use mouse clicks or keyboard arrow keys to navigate vertically from one tab to the next, or to navigate horizontally through the materials assigned to each tab.

## Reviewing Applications

To review an application, it must be assigned to your queue. To add an application you are viewing to your queue click the “Add to Queue” button at the bottom of the screen, then click OK at the warning prompt:

## Application Review

### Decision Recommendations

06-29-2022: RHB Slate - Admit

## Decisions

Decision	Reason
----------	--------

Add to Queue

Displaying Copy

Or you can add multiple applications to your queue at a time when searching. Click on the desired applications and click “Add to Queue” in the top right corner, then click OK at the warning prompt:

slate

Applications (3)

Build Query

Classify

Refresh

-5

+5

Add to Queue (2)

Home	Bin	Name	Program	Term
Browse	Graduate Admissions - Grad Co... RHB State	Henry TEST, Joshua TEST	Doctor of Philosophy - Nursing (PhD)	Spring 2023
Search	Graduate Admissions - Grad Co... You have this file in your computer. RHB State	Laney TEST, GradCoordTEST	Graduate Certificate - Local Government Management	Fall 2023
Queue	Graduate Admissions - Grad Co... Faculty Reviewer Test User, Grad Coordinator Test User	Laney TEST, Training TEST	Master of Professional Studies - Professional Studies	Spring 2024
Recent				

Prev

Next

Search...

Review - Grad Coordinator Review

GR Bins Default

Filter

NOT

(

)

OR

)

Once an application is in your queue, click on it from your list. You will now see a “Review Form/Send to Bin” button in the bottom right corner:

Education Level	Emergency Contact	Deceased
Undergraduate Degree	Yes	

Status	Confirmed	Released	Received
--------	-----------	----------	----------

Review Form / Send to Bin

Click this button to open the Reader review form:

276634471 Laney TEST, Brad TEST AS-PHD-CHEM 202410

SMS Opt Out Search...

Student Info

Application Status: Awaiting Decision

Application Submitted Date: 07/19/2022

Bin: First Review

University ID: Laney TEST, Brad TEST

City: Collerville

Career Level: Doctoral

Name: Laney TEST, Brad TEST

State/Region: TN

College/Division: College of Arts and Sciences

Birthdate: 11/30/2003 (18)

Country: United States

Program: Chemistry

Contact: carol.laney@gmail.com /

Citizenship Status: TN

Degree: Doctor of Philosophy

Race/Hispanic: Alaskan Native / Not Hispanic

Primary/Secondary Citizenship: Denmark/

Concentration: Computational Chemistry

Legal Sex: Male

Geomarket: TN-03 Memphis

Entry Term: Spring 2024

Colleges/Universities

Name	Location	GPA	Degree	Attended From	Attended to	Level
Denmark College		4	Master's Degree	2019-02-01	2021-05-01	Undergraduate

Employment

Employer	Title	Start Date	End Date
Univ of Memphis	Asst Director	01-01-2000	

Family Information

Relation Type	First Name	Last Name	Education Level	Emergency Contact	Deceased
Child	Carol	Laney			
Spouse	Carol	Laney			
Spouse	me	laney			
Mother	Glenda	Laney	Undergraduate Degree	Yes	
Child	fasdf	asdfsdfasdf			
Brother	Carol	Laney			

Application Review

Decision Recommendations

No reviews complete yet.

Decisions

Decision	Reason	Status	Confirmed	Released	Received
----------	--------	--------	-----------	----------	----------

GR Admissions Reader Review Form

Application Materials Review

Are all required materials present?

☐ Yes
 ☐ No

What action should be taken on the application?

Application Evaluation

Please evaluate the applicant in the following areas on a scale from 1-5 (with 5 as exceptional), and provide any relevant comments.

Academic Achievement

Comments

Professional and Related Experience

Comments

Research Interests and Aptitude

Comments

Readiness and Motivation

Comments

Quality of Writing Skills

Remove from Queue

Annotations

Review Form / Send to Bin

Complete the necessary fields within the review form, and then submit the form by sending the application to the next bin:

Send to Bin

Current Bin

First Review

Next Bin (required)

Second Review

Next Reader (optional)

Send

Draft Saved

Once you start completing the form, your response will be saved as a draft while you work. But your responses will not be considered submitted until you click “Send”.

## Role-Specific Instructions

### Faculty Reviewer

As a Faculty Reviewer, you will have access to view application in any of the Awaiting Review, Review, or Decision bins. You will be tasked with reviewing applications in the First Review and/or Second Review bins.

Depending on your assigned program(s), applications may either be automatically assigned to your queue once they enter the First Review bin, or you will be able to navigate to First Review and see a list of all applications to your program(s). If applications are not automatically assigned to you, you may follow the instructions above to add applications to your queue.

## Application Materials Review

In the first section of the review form, if you notice that a material needed in order to make a decision recommendation on the application is missing, or the applicant has provided the wrong type of material (e.g. has uploaded two copies of their resume instead of one resume and one essay), select “No” for the first question, indicate which material(s) are needed, select an action, and scroll down to the bottom of the review form. Select the current bin and click “Send”.

**GR Admissions Reader Review Form**

**Application Materials Review**

Are all required materials present?  
☐ Yes  
☒ No

What additional materials are needed?  
☐ Transcripts  
☐ Resume  
☒ Personal Statement  
☐ Writing Sample

Notes for applicant

What action should be taken on the application?  

Move Hold for Additional Materials Bin

**Send to Bin**

Current Bin  
First Review

Next Bin (required)  

First Review (current)

Next Reader (optional)

**Send**

Saving in 5s...

A business rule will move the application to the Hold for Additional Materials bin, and the applicant will receive a notification that they must provide the material(s) selected. Once a new material is received, a business rule will move the application back to the First Review bin for evaluation.

## Application Evaluation

Use the application evaluation to rate the applicant and provide comments in the specified areas. At the bottom of the form, you are required to enter your recommended decision, and then move the application to the appropriate next bin based on your program’s process:

#### Overall Comments

#### Decision Recommendation

Admit ▼

#### Send to Bin

Current Bin

First Review

Next Bin (required)

Grad Coordinator Review ▼

Next Reader (optional)

- If the application review is complete and the applicant should be admitted or denied based on your recommendation, move the application to Grad Coordinator Review.
- If the application should be reviewed by additional faculty in the First Review bin, select the current bin and click “Send”.
- If the application should be reviewed by additional faculty or proceed to an additional review process, such as an interview, select Second Review and click “Send”.

#### Graduate Coordinator

Graduate Coordinators will also have access to all applications to their program(s) in the Awaiting Review, Review, and Decision bins. Graduate Coordinators may follow all of the same instructions for Faculty Reviewers to review applications in the First and/or Second Review bins. Additionally, applications will move to the Grad Coordinator Review bin as a final check before being sorted to the appropriate Decision bin. In the Decision bins, Graduate Admissions Counselors will perform another check of application materials and requirements before a decision is released to the applicant.

In the Grad Coordinator Review bin, Graduate Coordinators will be tasked with completing and submitting the Grad Coordinator Review form:

### GR Admissions Grad Coordinator Review

Recommended Decision

Admit ▼

Comments

### Send to Bin

Current Bin

Grad Coordinator Review

Next Bin (required)

Admit ▼

Next Reader (optional)

Send

Saving in 6s...

To complete the form, you may view the Reader review forms submitted by faculty using the Review Forms tab in the left side navigation. Decision recommendations will also display on the Dashboard tab.

Complete the form by confirming and selecting the desired admission decision. Add any comments necessary/that may be helpful to the Graduate Admissions Counselor. Select the appropriate Decision bin and click “Send”.

### Reader Assignments

As a Graduate Coordinator, you may also be responsible for managing Reader queue assignments for your program(s). Applications can be assigned to others for review using the Reader review forms. Follow the steps to add the application to your queue, and in the Send to Bin settings select the current or desired bin, enter the names of the reviewer(s) to whom the application should be assigned, and click “Send”.



