

Unite Education Program v6.3

Job Aid: 5281

Select a Decision for an Open Application

If you want to review recommendations from other reviewers before selecting a decision, you can open the evaluation for the application and then select a decision on the *Evaluation* page. The decision can be a final application status or another status to indicate next steps. For example, you can change the application status to **Ready for Review** if you decide the application should go through another review process, or you can change the application status to **Waitlist** if you decide you want to look at evaluations for other applications before making a final decision.

To select a decision for an open application

1. Open a browser and log on to Unite.
2. Open the evaluation for the application.

Note

You can open an evaluation from a person record by clicking **View Reviews** on the application menu or from a grid in the REVIEWS area of Unite by clicking the person name.

3. Verify you are on the *Decision* tab.

Note

On the *All Reviews* tab, you can see recommendations from all reviewers assigned to the application.

4. From the **Status** list box, select the application status that represents your decision.
5. If you want to further classify the application or provide further context about your decision, select applicable substatuses from the **Sub Statuses** list box.

6. If you want the status date to be different from today's date, specify a different date in the **Status Date** text box.
7. If you selected the **Admitted** application status and are certain the person is committed to your school, optionally specify a date in the **Commitment Date** text box.

Note

Once you add a commitment date, the application is included in reporting and scholarship data. You can add a commitment date to an application record at any time.

8. If desired, add a scholarship to award scholarship funds. Otherwise, skip this step.

Note

You can award scholarships for admitted applications at any time after selecting the **Admitted** decision.

9. Click **Confirm** .
10. Verify your updates to the application.
11. Click **Submit** .