Unite Education Program v6.0
Job Aid: 5343

Assign an Application to One or More Reviewers

When an application is ready for review, you can assign it to a single reviewer, multiple reviewers, or a standard review group. If you assign an application to multiple reviewers, you create an ad-hoc review group. Ad-hoc review groups are temporary and work differently from standard review groups that you can configure and save for future selection. Ad-hoc review groups do not have conditions and their only group types are concurrent or sequential. Each reviewer in an ad-hoc group must submit a recommendation for the review to end.

Step 1: Select the application

1. Open a browser and log on to Unite.

2. On the main menu, click REVIEWS.

3. Verify you are on the *My Pending Actions* tab.

4. Organize the grid so that you can find the applications you want to assign.

Note

   You may need to sort, filter, or increase the items per page to see all the records in the grid.

5. Select the check box next to each application you want to assign for review.

Note

   You can select the check box in the table header of the grid if you want to select all records.

Step 2: Assign the application

1. On the *My Pending Actions* grid, click **Actions** .

2. On the pop-up menu, click **Assign** .
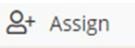
3. From the **Select Reviewers** menu, click the name of each reviewer to whom you want to assign the application.

   > **Note**
   >
   > If you want multiple reviewers to review the application in sequential order, be sure to select reviewer names in the order you want them to review.

4. After you select all the reviewers, press ESC on your keyboard.

5. If you selected multiple reviewers, select either **Concurrent** or **Sequential** depending on how you want the ad-hoc review group to work. Otherwise, skip this step.

   > **Note**
   >
   > If you select **Concurrent**, reviewers can review and submit their recommendations at the same time. If you select **Sequential**, reviewers must review and submit recommendations in the order they appear in the **Select Reviewers** field.

6. In the **Due Date** field, enter or select a date from the calendar.

   > **Note**
   >
   > If you do not specify a due date, Unite automatically sets the due date to five days from the current date.

7. Click **Submit** .

8. When prompted to confirm the review assignment, click **Yes** .