

Unite Education Program v6.5

Job Aid: 5695

Submit a Recommendation on Behalf of Another Reviewer

There may be situations in which a reviewer is unable to complete an application review. For example, a reviewer may no longer have access to a computer or may need to address other priorities. In addition, Unite supports an offline review where information can be provided to someone outside of the system, and then a review administrator submits a recommendation on behalf of the reviewer.

To submit a recommendation on behalf of another reviewer

1. Open a browser and log on to Unite.
2. On the main menu, click REVIEWS.
3. Click the *All Reviews* tab.
4. In the **Last Name, First** column, click the person name for the application that is currently in review.

Note

You may need to sort, filter, or increase the items per page to find the person.

5. On the *Evaluation* page, verify you are on the *Active Review* tab.
6. From the **Reviews in Progress** list box, select the reviewer on behalf of whom you are submitting a recommendation.
7. From the **Recommendation** list box, select a recommendation.
8. If your school uses scores, enter a score in the **Score 1** and/or **Score 2** text box. Otherwise, skip this step.

9. Specify additional details for the recommendation as required.
10. Click **Save** , and then click **Yes** to confirm you want to save the recommendation selections.
11. Once you are ready to complete your evaluation, click **Confirm** .

Note

The review must include a recommendation or a score for the review to be complete.

12. Review your recommendation, and then click **Submit** .

Related resources

- [4084 - About Reviewer Recommendations](#)
- [5216 - Review an Application Online](#)
- [5343 - Assign an Application to One or More Reviewers](#)
- [5344 - Assign an Application for Additional Review](#)
- [5504 - About Reviewer Evaluations](#)
- [5508 - Considerations for Offline Reviews](#)