

Unite Education Program v9.0

Job Aid: 5720

## About Review Folders

If you want a reviewer to evaluate an application more than once during an admissions cycle, you can use review folders to manage the different evaluations. Folders are optional and are only needed if a reviewer needs to evaluate an application from different perspectives. Two example scenarios for using folders are:

- You want to assign an application and request an evaluation for a day program versus an evening program.
- You want to assign an application for an initial review, for a second review, and then back for a final review.

There is no limit to the number of folders you can add to Unite, and there is no limit to the number of folders you can select when making a review assignment. Folders are only available when assigning an application to individual reviewers. You cannot add review folders when assigning applications to standard review groups.

The following image shows how folders are viewable to reviewers.



On the *Evaluation* window, there is a **Reviews in Progress** list box. Reviewers typically see their names by default. If a reviewer has permissions, the reviewer can select and open the evaluation for another reviewer. When folders are added to a review assignment, the reviewer has a similar experience. A hyphen and the folder name follow the name of the reviewer. The reviewer can select and open the evaluation for a different folder.

There are three columns that you can show on admissions workflow grids to manage review folders - the **Evaluation Folder**, **Remaining Reviews**, and **Confirmed Reviewers** columns. These columns provide insights on which evaluations are complete and which still need recommendations.

### **Related resources**

- [5721 - Add a Review Folder to Unite](#)
- [5722 - Edit a Review Folder](#)
- [5723 - Assign an Application with Folders to One or More Reviewers](#)