

LSAC Unite Essentials

Recruiting Tools Part I

Updated: 3/19/2024

## Exercise 2 - Engage with People Who Have Unsubmitted Applications – LLM

**Task** Add person records for people with unsubmitted applications and give them a fee waiver. You may also complete this exercise by giving people an LSAC CAS Report coupon.

**Scenario** You have been talking with Rosa Aboee Rad and Shauna Kahiapo and noticed they both started an online application. To encourage them to complete and submit their applications for consideration, you want to give them application fee waivers or LSAC CAS Report coupons that expire after 90 days.

If you'd like to try the exercise on your own without detailed instructions, feel free to do so. If not, detailed instructions follow.

### Guided Practice

This training exercise has two parts. The first part walks you through how to create the person records. The second part walks you through how to award fee waivers or coupons.

#### Part 1: Find the people records

1. Click **APPLICATIONS**.
2. Click the *Unsubmitted* tab.
3. If you are prompted to acknowledge the Legal Notice, click **OK**.
4. Filter to find people with your Greek letter:
  - a. Aboee Rad, [Greek]-Rosa
  - b. Kahiapo, [Greek]-Shauna
5. Click the check box to select your Greek records.

6. Click **Actions**.
7. Click **Create/Update Person**.
8. Click **OK**.
9. Notice the person's name is now a hyperlink. In addition, there is a Stage, a Person Status and a Person Record Created/Updated date (today).

**Part 2: Award fee waivers**

1. Verify check boxes for people are still selected.
2. Click **Actions**.
3. Click **Add Application Fee Waiver** or **Add LSAC Coupon**.
4. If adding an LSAC coupon, select LLM CAS Report from the Coupon Type drop down.
5. Enter an expiration date of about 3 months from today.
6. Click **Submit**.