

AppReview Tutorial for Reviewers

(created by Julie Coonrod, 03/28/2014)

AppReview: A program to be used by departments to access applications from the new online graduate application system. Hobsons is the vendor serving the application and the AppReview software.

Currently, AppReview will not function properly using Internet Explorer 8. Hobsons recommends use of Mozilla Firefox or Internet Explorer 9+.

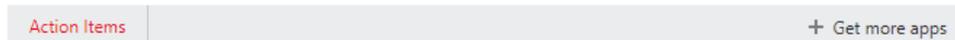
Coordinator: A person in a department that will create bundles of applications for review. For example, a graduate program advisor might create bundles based on applicants' research interests.

Reviewer: A person (most often faculty member) who will review applications. The following tutorial is intended to guide *reviewers*.

1. Your graduate program advisor or director should contact Julie Coonrod jcoonrod@unm.edu if you do not have an account. In most instances, these accounts have been created for faculty reviewers.
2. Once you have applications to review, you will receive an email from AppReview. (You will only have applications to review if a coordinator in your department has created a bundle for you to review.) Follow the instructions in the email to be taken to the login screen for the AppReview program.



To: Julie Coonrod;



Dear Julie Coonrod,

You have new applications ready for your review in your AppReview Inbox.

[Please click here to log in to AppReview to review the application\(s\).](#)

Please Note: If you have forgotten your username or password you can request the information from the Log In screen.

Thank you,
The Hobsons AppReview Team

Alternatively, AppReview is available from MyUNM. Login with your NetID and password.

my UNM
The University of New Mexico [YOUR PERSONALIZED GATEWAY TO UNM]

Welcome Julie Coonrod
You are currently logged in.

My Account Content Layout

LoboMail UNM Learn Calendar Groups Logout Help

Home Campus Life Library UNM E-Mail Faculty Life **Employee Life** Finance

March 28, 2014

Human Resources

General Information

- HR Website
- EPAF Resource Page
- ePAN
- OneSource
- Salary Structure Table
- Standard Timesheet for Staff (PDF)
- Standard Timesheet for Staff
- Standard Timesheet for Staff (Excel)
- Standard Timesheet for Staff - Instructions

Career Development

- Career Development Main Page
- Education and Training
- Career Ladders

Staff Resources

- Counseling Assistance and Referral Services (CARS)
- Dispute Resolution
- Lechian Gav. Reciprocal Transponder

LoboWeb For Employees

No current announcements.

The University of New Mexico LoboWeb

What is LoboWeb?
LoboWeb is the place for employees to view/update personal information, benefits and deductions, pay information, tax forms and more.

Enter LoboWeb

Due to scheduled backups, LoboWeb is unavailable Saturday 7:00 pm - 9:30 pm.

UNM Business Applications

Transaction and Real-time Query Systems

- Internet Native Banner
- LoboWeb
- LoboAchieve
- LoboMart
- UNMJobs
- WorkFlow
- AppReview GradApp**

Reporting

- E-Print
- Enterprise Metrics Reporting (EMR)
- HR Reports
- Hyperion (will be retired in 2 days. more info)
- MyReports

Banner Resources

- Banner Authorization Requests
- Report a Duplicate Person/Non-person

Whats New in HR

3. The initial dashboard contains two ribbons at the top. Reviewers will want to click REVIEW on the top ribbon.

Top ribbon shows roles available (you may not have all roles available to you.)

HOBSONS AppReview

REVIEW COORDINATE ADMINISTRATION

Suggestions? Need Help? Welcome Julie Coonrod (unmgrad)

Dashboard Applicants Bundles Routing Rules

Dashboard

Bundles

Bundles allow you to assign applications to reviewers and get recommendations.

- 1 Active
- 4 Inactive
- 0 Overdue

View Bundles Create a Bundle

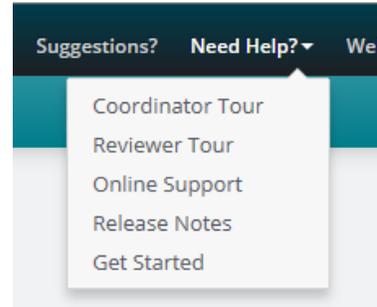
Applicants

All applicants must be assigned to a bundle in order to be reviewed.

- 19 Assigned to all bundles
- 4 Assigned to my active bundles
- 15 Assigned to my inactive bundles
- 28 Unassigned
- 0 Moved to next round
- 0 Recommended for another program

View Applicants

Also note that the Need Help? in the top ribbon will give you access to a quick start guide and a 6 minute video. You may find the Reviewer Tour helpful.



5. The REVIEW screen will show your Applicants TO REVIEW as well as Applicants REVIEWED.

You can review applications either interactively or by creating a pdf of the application. To create a pdf of one or more applications, the select box to the left of the applicant's name must be checked. Once one

or more boxes are checked, simply tap the  button and a pdf file will be created. To access the review sheet, you must click an applicant's name.

All Applicants

TO REVIEW (4) | REVIEWED (4) | ALL MY APPLICANTS (8)

Search:

▶ View advanced search options.

Select +/- 1-4 of 4

	Last Name	First Name	Last	First	Program	Interest	Additional interests	Other Interests	Term
<input type="checkbox"/>	HulettTest	TestMatt	HulettTest	TestMatt	MA Anthropology	Archaeology			Fall
<input type="checkbox"/>	Shoshana	Handel	Shoshana	Handel	MA Political Science	Plan I (Thesis, No Concentration, MA-POLS)			Fall
<input type="checkbox"/>	Heatherington	Kat	Heatherington	Kat	MFA Art Studio	Painting and Drawing			Fall
<input type="checkbox"/>	Elizabeth	Jessica	Elizabeth	Jessica	PhD Linguistics	General Linguistics (PHD-LING)	Concentration in Speech & Hearing Sciences		Fall

Show 10 items per page 1-4 of 4

6. Once you've clicked an applicant's name, you'll access their application on the left hand side of the screen. Your review will take place on the right hand side of the screen.

The screenshot shows the Hobsons AppReview interface. At the top, there is a navigation bar with tabs for 'REVIEW', 'COORDINATE', and 'ADMINISTRATION'. The 'REVIEW' tab is active. The user is identified as 'Welcome Julie Coonrod (unmgrad)'. The applicant's name is 'Handel Shoshana'. The left-hand side displays a list of application details:

Last	Shoshana
First	Handel
Name of Institution1	UNM
Degree Earned1	B.A.
Cumulative GPA	
Program	MA Political Science
Interest	Plan I (Thesis, No Concentration, MA-POLS)
Additional interests	
Other Interests	
Term	Fall

Below the details are expandable sections: 'Additional Information', 'Test Scores', 'Letter of Intent', 'Writing Sample', and 'Relevant Coursework'. The right-hand side is titled 'MY REVIEW' and 'MY NOTES'. It includes a 'View all reviews >' link, a 'Your Review' section with instructions, an 'Overall Impression' section with a star rating (currently 0 stars) and a 'CHOOSE...' button, a 'Your Recommendation *' dropdown menu (currently set to 'Choose...'), a 'Recommend for Another Program' section with a text input field, and an 'Additional Comments' section with a text input field.

On the left hand side, you will see all sections that exist in the application, even if they're not relevant to the program. (We're requesting that Hobsons change this in a future release.) Each section can be viewed by simply clicking the section to expand.

On the right hand side, you record your review and you can also make notes. The review that you see in this screen includes the default questions included in the software. Continue to scroll down and you'll see questions that were customized for your department.

7. In most departments, the coordinator will probably customize review questions. It is simple for the coordinator to create a number of different types of questions including rating, checkbox, dropdown, and text questions. The reviewer should continue to scroll down the page to see all the questions so that they can Save & Submit.

Julie's test question
Please rate candidate's potential to be a TA.
⊘ ★ ★ ★ ★ ★ EXCELLENT

Test checkbox question
 I will offer student an RA
 I would offer student RA if I had funding
 I am willing to advise student
 Student should seek different advisor

Test dropdown question
Please comment on the writing based upon submitted materials including Letter of Intent.
Excellent

Test text question
Provide brief general impression of potential to be TA.

Final Recommendation *
Choose...

Save as Draft Save & Submit