

Reviewers are allocated applications within a review pool to read and score. This score is one of the inputs for the awarding process. Reviewers receive an email notification with a review deadline and a link that takes them directly into the application review.

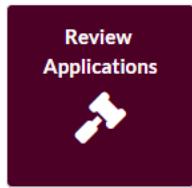
## Before you begin

There are a few requirements to complete before the school can start the scholarship review process.

- Scholarships to be reviewed must be in the Review status. (cycle must be closed)
  - Nobody can apply anymore, but a student can be nominated if need be.
- A Pool must be built to include the scholarship to review.
- A Committee must be built to identify the members that are responsible for reviewing the applications.

## Procedure

1. On the **Review** page, click the **Review Applications** tile.



**Result:** A list of open Review Pools displays.

2. To start the review process, select the **View** icon that corresponds with the pool to review.

**Result:** The **Pool Review** page displays. Filter on the candidates that you want to review.

3. Select an applicant to review by clicking the **Review** icon.

**Result:** The application for the candidate displays and any other fields added to the pool for review. The reviewer can click between the different tabs to assist with the review process.

Note: GPA data for currently enrolled students are transferred from SAP. If a student has not yet completed a semester at CMU, the GPA is self-reported. Once a student completes a full term at CMU (for example, a first-year student after the fall semester), the official CMU cumulative GPA is transferred from SAP and replaces the self-reported GPA.

4. Grade the candidate using the **Scoring Method** of either the Score Card or Recommendation.
  - Score Card: Provides a quantitative approach to rate each applicant.
  - Recommendation: Provides a qualitative approach to rate each applicant.
5. When the reviewer completes a review, they can return back to the **Pool Review** page by clicking the **[Back to Pool]** link, or they can move to the next applicant by clicking the **Next** icon.
6. If the Committee Score section is enabled, the reviewer can view the reviews from other reviewers or from previous rounds.

When the Committee Score section is enabled, it provides the following:

- Average Score: Sum of all score totals given within that round divided by the number of reviews completed in that round.
- Median: The middle score when the number of scores given is an odd number and an average of the middle two scores when the number of scores given is even.
- A list of the reviewers.

7. If the review method is a Score Card and a review has been completed, the reviewer has an option to review the scores of that reviewer within that round by clicking the reviewers score.

The option to review other reviewers scores is managed in the **Manage Pools** section. The reviewer can always make updates to a candidate's review when a round is open.

Video Example:

<https://chipcast.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=1c30f7dc-1816-4771-90b8-b30600f28d8c>