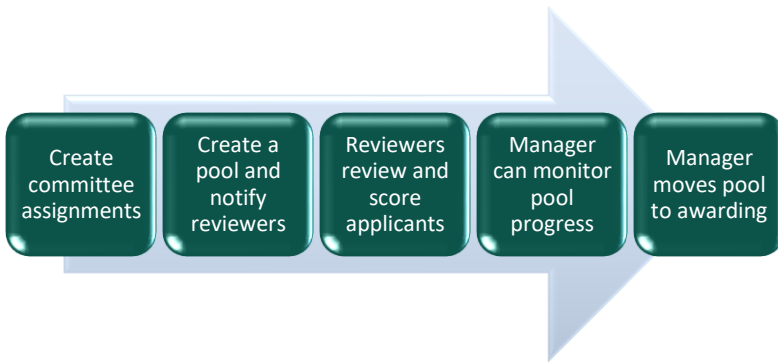




ScholarshipUniverse Review Process Overview

The review process is based on whether you required a scholarship application for the student to complete. Those awards that do not require an application are referred to as **direct awards**. You will use the **application review method** for those that required an application.

Application review method



This review process is used to create a pool of applicants and assign them to a committee to review and score the applicants.

The scores are aggregated for each applicant to be used in combination with other criteria to rank applicants in the awarding process.

The applications will be ready for review after the application deadline.

Review process steps:

1. Create and maintain committee assignments
2. Create a pool, start review, and notify reviewers
3. Reviewers review and score applicants
4. Monitor pool progress
5. Start another round or move pool to awarding

Step 1: Create and Maintain Committee Assignments

Committees are groups assigned to review scholarship applications.

- Departments name reviewers and request access for them on the *ScholarshipUniverse Access Request Form*
- After access is processed by OSFA you can create the committee(s)

Review methods

Application review method

Select candidate from pool of applicants

- Students who completed applications and submitted additional required materials

Application scoring methods include

- **Recommendation**
Reviewer adds values that range from strong no to strong yes
- **Scorecard**
Reviewer adds attribute scores of your choice

Direct award review method

Select candidate from pool determined eligible based on

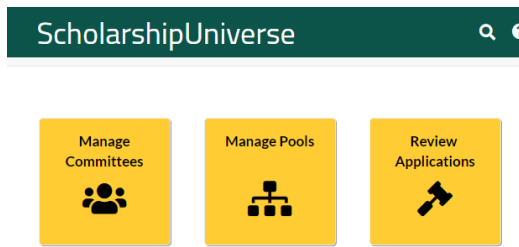
- Student data imported into ScholarshipUniverse
- Student answers to general questions

Ranking methods include

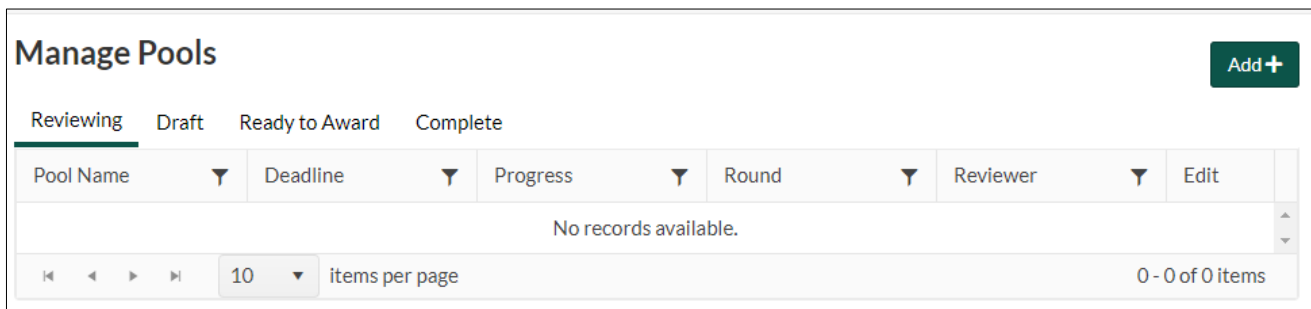
- **SmartRank**
Predetermined criteria are used to rank applicants
- **Column manager**
Information is reviewed in columns much like a spreadsheet

Committees should be updated prior to creating a review pool so that applications can be assigned to reviewers.

- Navigate to the Review menu and click on Manage Committees tile
- Create or update an existing committee that will be assigned to a pool



Step 2: Create review pool and review method

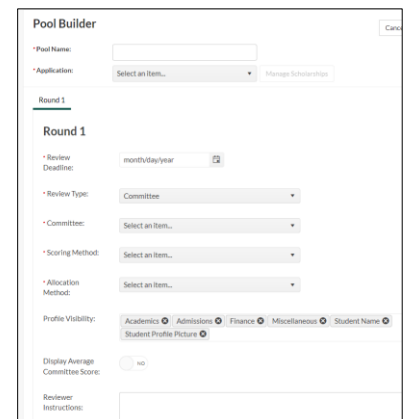


Navigate to the Review page and click on the **Manage Pools** tile.

- Click **Add** button to start pool setup and review.
- Create the pool by selecting the application, scholarships and pool settings including the committee assignment.
- Click the **Start Review** button to notify reviewers.

Review pool options in the Pool Builder

- Review deadline
- Review type - Committee or an individual
- Scoring method - Recommendation method or Score card method
- Allocation method - How the applications are divided among the reviewers
- Profile visibility - Used if you need to withhold information from reviewers
- Reviewer instructions - Feel free to give additional information or instructions



Scorecard scoring method - optional

No additional set-up is required if you will be using the recommendation scoring method. If you are using a scorecard, you need to set this up separately.

- Navigate to the Plan menu and click on the Score Cards tile
- Create or update an existing scorecard that you will be having the reviewers use.

Plan > Score Cards > Add Score Card

Add Score Card

* Name

Organization

- Enter a name for the score card. This name will be used in drop down lists to assign score cards to applications and review rounds.
- Optionally select an organization and department to control who can access the score card. If no organization is assigned the score card will be available globally.
- Optionally enter a description. The description is used internally only to help identify the intent and purpose of the score card.
- Use In Active flag to control availability of the score card in drop down lists. Yes, equals active. No, equals inactive.

Add the different criterion and assign a weight to each

The total weight percentage of all the criteria must add up to 100%. For example – major might have a value of 50% and other criteria will have a weight totaling 50%.

Add Criterion

* Criterion

* Max Value

1 Allow Decimal

* Weight Pct

1 %

Help Text

Cancel Submit

- Name criterion with a label that the reviewer will see.
- Select a maximum value. We recommend using 5 or 10. 0 will be lower limit on each criterion to allow users to score a 0.
- Optionally allow users to enter a decimal score by checking the Allow Decimal checkbox.
 - Set weighting for the Criterion.
 - Weighting must total 100% across all criteria to save the score card.
- Provide instructions to the reviewer Help Text box that add clarity to the expectations and scoring of the criterion. These will be displayed to the reviewer.

Step 3: Reviewers Review Applications

Reviewers receive an email alerting them of applications that need to be reviewed along with your deadline and a link to the ScholarshipUniverse login screen. Depending on the Pool setting the reviewers will either be using the scoring method of recommendation on a 5-point scale (thumbs up/thumbs down) or score the application according to a defined rubric or score card.

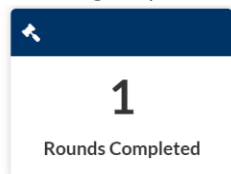
See: A Guide for Reviewers for more information on how this process will look for them.

Step 4: Monitor Pool Progress

Review managers can review the reviewers' progress for the pool by navigating to Review>Manage Pools. Each round will have a percentage of review completed. The percentage is a link that can be clicked on to see the details of individual reviews.

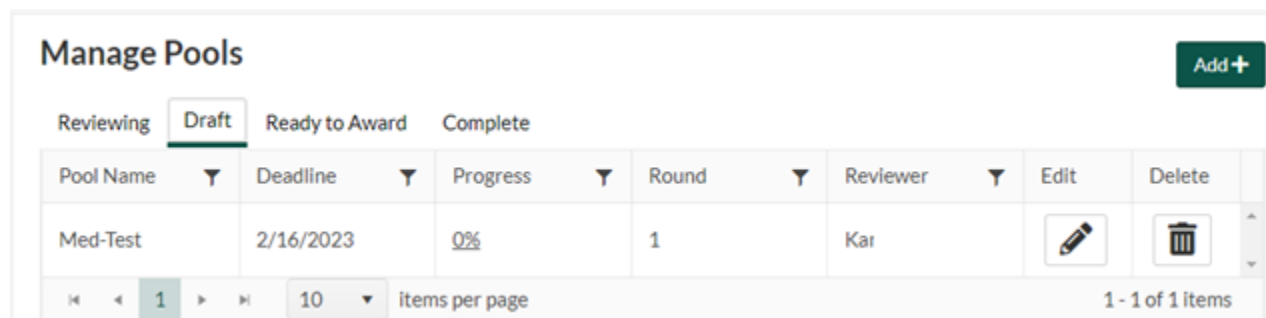
Step 5: Start Another Round or Move Pool to Awarding

Additionally, a tile is available to Review Managers on the Dashboard of rounds where all the reviews have been completed. Click on the tile to go to the rounds to then initiate another round or move the pool to the awarding step. These pools will be listed on the Ready to Award tab.



If additional review rounds are necessary. These rounds can include all the applicants, or a subset based on prior round scoring.

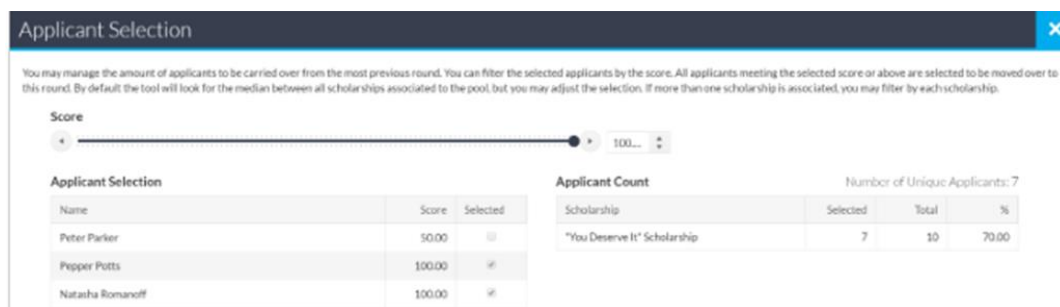
Review > Manage Pools



Starting a new round

Click the pencil icon next to review pool to open it for editing to start another round, if needed.

Click on the **New Round** button to enter settings for the next review round. An applicant selector screen will open to allow you to manage which applicants will be carried into the next round.



Click **Save** to roll out applicants and return to the round settings. Click **Start Review** to initiate the review process and send a communication to the reviewers.

Awarding

Once you are content with the reviews, click on the **Start Awarding** button to move the pool to Awarding.

This completes the application review process. Pools moved to Awarding **cannot** be moved back to review. **More information will be in the next training.**

Direct award review method

In this award method you will arrange eligible candidates to make awarding the funds faster.

The review processes are used to rank the eligible candidates by determining which preferences or secondary criteria meet the goals of your department.

Review process steps:

1. Determine the preferences and secondary criteria will be used for determining awards
2. Select a scoring method, either using **SmartRank** or **Column Manager**

Determining the preferences and secondary criteria

The candidates listed will all be eligible for the award. However, based on the number of candidates, the amount of available funds, the donor's preferences, or your department's scholarship strategy, you may want to give priority to eligible students with additional characteristics. For example, students of any grade level are eligible, but your department wants to award students closer to graduation.

There are two methods that ScholarshipUniverse can assist you in doing this – SmartRank and Column manager. ***Directions for using both are part of the training on Awarding.***

More information on our website for scholarship managers and staff

<https://wayne.edu/scholarships/mangement/faq>