



LIAISON

CAS

experience

JULY 24-25 2023

CHICAGO, IL

Best Practices for Setting Up Reviewers and Interviewers in WebAdMIT

Date: July 25, 2023





Agenda

1. Work Groups
2. Notification Settings
3. Assignments and Interviews
4. Additional Resources

Meet Our Presenter



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Learning Experience Designer
Liaison International

Work Groups



Work Groups



Work Groups

Permission Sets

- API Access
- Access to CAS Configuration Portal
- Add Notes
- Change Local Statuses
- Configure Software
- Email Applicants
- Enable Applicant Gateways
- Manage Assignments and Classic Interviews
- Manage Destinations
- Manage Direct Applicants
- Manage Lists, Reports, and Exports
- Manage Uploaded Documents
- Manage Users and Work Groups
- Modify Applicants' Custom Fields, Local GPAs, Prerequisites, and Requirements
- Redirect a single Applicant
- Request Background Check
- Schedule Manager
- Update Last Exported Date timestamp when Exporting
- Update Last Printed Date timestamp via PDF Manager
- View All Applicants
- View Background Check
- View Other User's Assignment/Classic Interview Results

Check All

Uncheck All

Panel and Sub-Panel

Available Panels and Sub-Panels

- ▶ Achievements
- ▶ Assignments
- ▶ Cas Custom Questions
- ▶ Contact Information
- ▶ Custom Fields
- ▶ Custom Questions
- ▶ Designations
- ▶ Documents
- ▶ Education
- ▶ Electronic Transcript
- ▶ Emails
- ▶ Evaluations
- ▶ Experiences
- ▶ GPA Overview
- ▶ History
- ▶ Infractions
- ▶ Interviews
- ▶ Licenses and Certifications
- ▶ Notes
- ▼ Personal Information
 - All Subpanels +
 - Personal Information Background Check
 - Personal Information Biographic Information
 - Personal Information Citizenship and Residency
 - Personal Information Other Information
 - Personal Information Parent/Guardian
 - Personal Information Race and Ethnicity
- ▶ Personal Statements
- ▶ Prerequisite GPAs
- ▶ Requirements
- ▶ Scoring
- ▶ Socioeconomic Indicators
- ▶ Standardized Tests

Panels and Sub-Panels Enabled for Viewing

Achievements	✗
Achievements Honors	
Assignments	✗
Assignments	
Education	✗
Education High School	
Education	✗
Education Undergraduate / Graduate Schools	
Evaluations	✗
Evaluations	
Experiences	✗
Experiences Employment	
Experiences	✗
Experiences Extracurricular Activities	
Personal Information	✗
Personal Information Biographic Information	
Personal Information	✗
Personal Information Citizenship and Residency	
Personal Statements	✗
Personal Statements	

Submit

Return to Manage Work Groups

Work Groups

Alyssa Rose Demo ← previous Allyson J. Demo | Search Results | Alyssa D. Demo next →



Upload

DemoCAS ID: 6009990577 Verified
Last DemoCAS Update on Mar 26, 2023 at 10:21 PM
PTE Status:

[Add to Clipboard](#)

- ▶ Assignments
- ▶ Evaluations
- ▼ **Personal Information**
 - Biographic Information
 - Citizenship and Residency**
- ▶ Education
- ▶ Personal Statements
- ▶ Experiences
- ▶ Achievements

Citizenship Status:	U.S. Citizen	Holds Visa:	No
Country of Citizenship:	United States	Visa Country:	
Dual Citizenship?	No		
State of Legal Residence:	Ohio		
County of Legal Residence:	Cuyahoga County		
How long have you been a resident of your state?	More than 10 years		

Notification Settings



Notification Settings

- Email notifications
- Interviewers availability

My Account

Basic Account Information

User Type: Admissions User
Institution Name: Demo University
CAS:
Organization: Demo University
First Name:
Last Name:
Title/position:
Email:
Phone Number:
Phone Extension:
Password:
Confirm Password:

Primary User:

API Key
[Generate New Key](#) [Show Key](#)

Work Group

Program Assignments
 Program 125

Notification Settings

- Email Settings

Email Notifications

Assignment Emails

Daily Assignment Emails:

Weekly Assignment Emails:

[Submit](#) [Cancel](#)

Dear Randi Reviewer,

You have 1 open Assignments!

Please review and complete by the due date provided below.

Assignment	For Applicant	Due Date	CAS ID
Campus Interview	Raven Darkhölme	N/A	7837115741

[Log in to WebAdMIT](#)

This email will only be sent if assignments of which you were assigned are still incomplete. If you no longer wish to receive this once a week notification, please log in to your WebAdMIT account and disable the "Weekly Assignment Emails" setting in your edit profile screen to unsubscribe.

Notification Settings

- Interview Availability

Email	Last Name	First Name	CAS	Cycle	Organization	Programs	Work Group	Active	Actions
Ororo@demo.org	Munroe	Ororo	DemoCAS	2016 - 2017	Demo University 11450 (497)	Program 41623	WebAdMIT Administrators	No	  
SamW@demo.org	Wilson	Sam	DemoCAS	2016 - 2017	Demo University 11450 (497)		WebAdMIT Administrators	No	 
lcharles@mcu.edu	Charles	Luke	DemoCAS	2016 - 2017	Demo University 11450 (497)	Program 41623	WebAdMIT Administrators	Yes	 
raven@demo.org	Darkhölme	Raven	DemoCAS	2016 - 2017	Demo University 11450 (497)	Program 41623	IT Staff	Yes	  

Interview Availability: Ororo Munroe

Interview Type	
Initial Interview	
Follow up Interview	

Ororo Munroe: Follow up Interview

	10:00 AM	1:00 PM	3:00 PM
06/01/2017	<input checked="" type="checkbox"/>		
06/15/2017		<input checked="" type="checkbox"/>	
06/29/2017			<input checked="" type="checkbox"/>

Notification Settings

- Dashboard

The screenshot displays the WebAdMIT dashboard interface. The top navigation bar includes the user name 'Dani Director', a search icon, and links for 'Dashboard', 'Account', 'End Impersonation', and 'New'. The main header shows 'Demo University | Demo University | 2018 - 2019 Cycle | Admissions'.

The dashboard is divided into several sections:

- Applicants:** A sidebar menu with options like Search, Search Assignments, Search Interviews, Clipboard, In Progress Applicants, On Hold Applicants, Undelivered Applicants, Search Correspondence, Applicant Lists, List Manager, Reports & Exports, Export Manager, Report Manager, PDF Manager, Recent Files, and Management (Admissions Users, Work Groups, Custom Fields, Local Status, Local GPAs, Prerequisite GPAs, Requirements, Scoring, Assignments, Interviewing, Email Templates, Email Addresses).
- Notes from CASPA:** A section with a red border containing a 'Review Assignments' table.
- Designations by Local Status:** A vertical bar chart showing counts for various statuses such as Application Received, Under Review, Delay, No Recommendation, Undecided, Invite to Interview, Interview Offered, Declined Interview, Interviewed, No Offer Made, Offer Made, Declined Offer, Waitlist, Offer Accepted - 1st Deposit Received, Offer Accepted - Second Deposit Received, Deferred, Interview Scheduled, and No Response to Interview Offer.
- Designations by Decision:** A vertical bar chart showing counts for statuses like None, Withdraw, Denied, Wait Listed, Offer Made, Offer Accepted, Declined Offer, Deferred, Rescinded, Matriculated, and Interviewed.
- Designations by Application Status:** A vertical bar chart showing counts for In Progress, Received, Complete, and Verified.

The 'Review Assignments' table is highlighted with a red border and contains the following data:

Applicant	Designations	Assignment	Due Date
Demo, Lauren E.	Program 125	Application Review	May 01 2019
Demo, Courtney M.	Program 125	Application Review	May 01 2019
Demo, Ivanna M.	Program 125	Application Review	May 01 2019

Assignment and Interviews



Assignments & Interviews

New Assignment Type

Name: Faculty Review

Programs:

- Masters Program

Check All Uncheck All

Questions: Use questions

Name	Scores	Comments	Active	+
Quality of experiences (0-5 points)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Personal statement (0-3 points)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recommender review (0-5 points)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Overall Scores: Sum of Questions

Overall Comments: Allow overall comments

Overall Remarks: Allow overall remarks

Name	Active	+
Select from below:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Invite to interview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Second consideration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Do not interview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Instructions: Use the following breakdowns for awarding points.
 Quality of experiences (0-5 points) breakdown:
 0 point = no experiences
 3 points = between 50 and 100 hours of discipline-related experiences
 5 points = more than 100 hours of discipline-related experiences

Submit Return to Assignment Types

Update assignment

	Score	Comments
Quality of experiences (0-5 points):	5	Great discipline-related experiences - 120 hours
Personal statement (0-3 points):	2	Well-written essay, some grammatical mistakes
Recommender review (0-5 points):	4	Thoughtfully chosen recommenders, great overall recommendations from them

Total Score: 11

Overall Comments: A solid applicant overall

Overall Remark: Invite to interview

Complete assignment Save without Completing

Live Training

The screenshot displays the WebAdMIT interface for an Admissions Officer. The top navigation bar includes the Watertown University logo, user information (Admissions Officer), and links for Dashboard, Account, End Impersonation, Old User Interface, and Logout. The current session is identified as 'Waterdown University / College of Engineering (2014 - 2015)'.

The main content area is titled 'Logged in as Admissions Officer' and is divided into several sections:

- Applicants:** A sidebar menu with options for Applicant Lists, Reports & Exports, Management, and Usage Help.
- Notes from Watertown University:** A table listing notes for a specific applicant.

Name	Waterdown University ID	Note Date
Demo, South Lesson Test Account B. test	3233367924	Sep 25 2016
- Review Assignments:** A section for reviewing assigned tasks.
- Recently Submitted Designations:** A table showing recent designations.

Name	Waterdown University ID	Designation	Date Submitted
Demo, Jason	8064541856	Computer and Information Technology	March 30, 2017
Demo, Suchawan	6870967564	Aeronautical Engineering	March 02, 2016
Demo, Bryant	601061250	BU-College of Engineering	December 15, 2015
Demo, Bryant	601061250	BU-College of Engineering	December 15, 2015
Demo, Jeff	373922211	Doctor of Podiatric Medicine	October 26, 2015
- Designations by Local Status:** A summary of designations by status.

80	None
3	Received
1	Second Interview
2	Deferred to 2017
1	Admitted to next year
0	Scholarship Approved
0	Under Consideration
4	Admit Conditional
5	Admitted
48	For PDF Printout
1	Admission Denied
110	Total
- Designations by Decision:** A summary of designations by decision.

53	None
49	Application Received
0	Wait Listed
1	Denied
5	Offer Made
0	Offer Accepted
0	Rescind/Decl
2	Deferred
0	Offer Declined
0	Withdraw
0	Matriculated
110	Total
- Designations by Application Status:** A summary of designations by application status.

86	In Progress
7	Received
2	Complete
0	Verified
1	On Hold
2	Undelivered
12	Manual
112	Total
- Recently Updated Applicants:** A section for tracking recently updated applicants.
- Recent Status Changes:** A section for tracking recent status changes.

The footer contains technical details: 'Qic: deployed on we-app-2032442762-4jdfit revision afabba4f 12 days ago, vvv Rails v3.1.12/Ruby v1.9.3' and '© 2009-2017 Liaison International - All Rights Reserved'. The user's association information is 'Association 102, Organization 4964, User 35639, User Identity 62568'.

Best Practices for Assignments & Interviews

- Ensure Reviewers and Interviewers know where to find instructions for their Assignment or Interview.
- Include clear instructions how the user should complete the rubric.
- Set expectations of the type of rating: objective or subjective.
- Add “Select From Below:” when using Remarks.

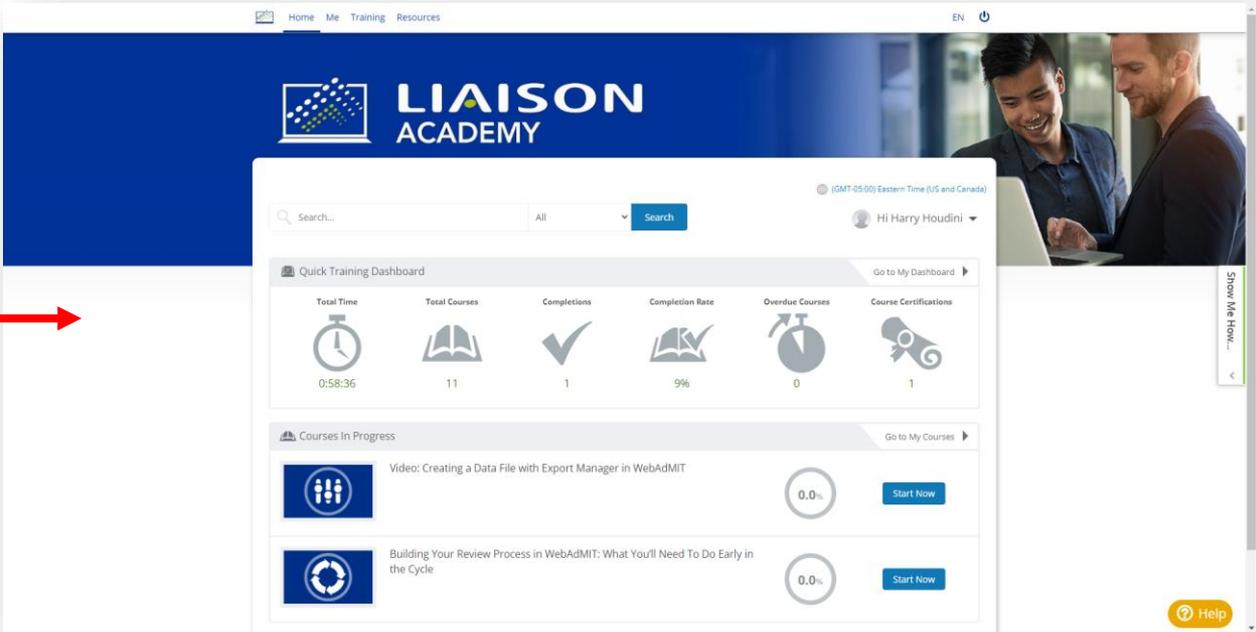
Available Resources

- Quick Start Guide for Reviewers and Interviewers

The screenshot shows the WebAdMIT Help Center interface. At the top is the WebAdMIT logo and a search bar with the placeholder text "How can we help you?". Below the search bar is the heading "WebAdMIT Help Center". A yellow banner contains the text "Learn with Liaison Academy at our annual User Conference! [Click here](#) for more information." Below the banner is a "Welcome to the WebAdMIT Help Center!" message, followed by a recommendation to bookmark the page and an "Important Note" about content applicability. A list of links includes "If you're just getting started, review the WebAdMIT Getting Started Guide" and "Got Feedback? Click here to help us improve your experience." Below this is a note about the user interface. Two main content boxes are visible: "Getting Started" with a checkered flag icon and a list of links for "WebAdMIT Quick Start Guides" and "CAS Program User Guides"; and "WebAdMIT Manual" with a gear icon and a list of links including "Navigating WebAdMIT", "Creating and Managing Users", "Managing Your Applicant Pool", "Corresponding with Applicants", and "Reviewing Applicants".

Available Resources

- Liaison Academy



Summary

- Use Work Groups to provide the only the view of Reviewer or Interviewer needs.
- Enable the Reviewer or Interviewer's notifications for additional reminders.
- Create clear instructions and ensure Reviewers and Interviewers know how to complete rubrics.
- Use the WebAdMIT Help Center and Liaison Academy for additional resources.

A diverse group of people in a modern office setting. A woman in the foreground is raising her hand, smiling. Other people in the background are also smiling and looking towards the right. The image has a blue tint.

Q&A

The logo for the Liaison CAS experience. It features a cluster of yellow and white dots on the left, followed by the text "LIAISON CAS experience" in a sans-serif font. Below this, the dates "JULY 24-25 2023" and the location "CHICAGO, IL" are listed in a smaller font.

LIAISON
CAS
experience
JULY 24-25 2023
CHICAGO, IL

Thank You

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