



experience: **LIAISON** 

SEATTLE | FEBRUARY 15-16, 2023

# Providing Structure Without Sacrificing Autonomy: Graduate Application and Processing Made Simple



Kara Cleveland, Director of Operations, The Graduate School, UNR  
Wednesday, February 15, 2023 2:45-3:30

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**experience:LIAISON** 

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# Agenda



- Application Forms
  - Standard Questions vs Program Questions
  - Letters of Recommendation
  - Application Requirements
  - Application Deadlines
- Security
  - Public Groups
    - College
    - Programs
    - Faculty
- Process Builder
  - Program Director Notifications



# Who am I?



**Kara Cleveland**

Director of Operations  
The Graduate School



University of Nevada, Reno



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- The University of Nevada, Reno
- 17,000 undergraduates, 3,700 graduates, and 350 medical students
- 12 colleges
- 180 degree programs



- 309 active application forms in Target X
- 10 program-specific recommendation forms
- 2 graduate school initiative forms
- 1 housing application



# Applications for Admission



- Application Forms
  - Standard Questions vs Program Questions
  - Letters of Recommendation
  - Application Requirements
  - Application Deadlines



- Application Form Name ↑
- Address Information
- Address Verification
- Anthropology Recommendations
- Application Certification and Payment
- Application Fee Waiver
- Assistantship Information
- Attachments
- Attachments - Public Health MPH (In Person)
- Biology Writing Sample
- Clinical Psychology Recommendation Request
- Demographic Data
- Diversity Statement Engineering Education
- Diversity Statement Speech Pathology

# Standard Cards/Questions



- Biographical Data
- ER Contact Data
- Demographic Data
- Assistantship Data
- Education History
- Test Data
- Resume/CV
- Statement of Purpose
- Attachments

# Program Cards/Questions

## Cards:

Writing Sample/Essay  
Diversity Statement

## Questions:

- Application object to create question and use plan code
- Plan codes used for program-specific questions
- Visibility by card or by plan codes

### Statement of Purpose Education PhD

#### Statement of Purpose Education PhD

Your statement should include explanations for why you want a doctoral degree, why you want to peruse this particular area of emphasis, and why you want to study at the University of Nevada, Reno as well as your personal views about the purpose of education and the roles of students and teachers.

Judicial Studies PhD (1844) Question 1 

List year and state of each Bar admission.

List year and state of each Bar admission.



Judicial Studies PhD (1844) Question 2 

List in reverse chronological order all of your significant work experiences including dates, position held, name of office, firm or agency, and location. (Attach addition sheet if necessary)

List in reverse chronological order all of your significant work experiences including dates, position held, name of office, firm or agency, and location. (Attach addition sheet if necessary)



Judicial Studies PhD (1844) Question 3 

As a judge or attorney, have you ever been disciplined? If yes, please fully explain.

As a judge or attorney, have you ever been disciplined? If yes, please fully explain.



# Admission Recommendation Details

- Recommendation details and layouts can be customized for each program
- Additional categories and scores for rankings can be created

▼ MPH Online Ranking

Intellectual Ability	Work Independently
Motivation_grad_studies	Work with others
Writing_skills	Leadership_skills
Critical Thinking	

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▼ Clinical Psychology Doctoral Ranking

Comparison Group	Academic Preparedness
Intellectual Independence	Written Communication
Critical Thinking Ability	Oral Communication
Intellectual Curiosity	Interpersonal Skills
Quantitative Ability	Maturity
Research Ability	Motivation for Graduate Study
Teaching Ability	Overall Evaluation
	Signature
	Signature Date

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▼ Ratings

Academic Achievement	Creative, Original Thought
Intellectual Promise	Productive Class Discussion
Quality of Writing	Disciplined Work Habits
Respect Accorded by Faculty	Self-Confidence
Concern For Others	Maturity
Reaction to Setbacks	Motivation
Initiative, Independence	Leadership
Status Deleted	Integrity
Overall	

**Motivation for pursuing MPH degree:**

• Please select an option

This field is required.

**Writing skills:**

• Please select an option

**Critical thinking skills:**

• Please select an option

## Applicant Information

Name: **Ana Yasmin Abbott**  
Program: **Public Health MPH Online**  
Concentration: **General**

## Recommender Information

Name: **kara test**  
Title: **Director**  
Institution: **UNLV**  
Phone Number: **90777578469**  
Email Address: [kara.cleveland@gmail.com](mailto:kara.cleveland@gmail.com)

Years you have known the applicant: **4**

Capacity in which you have known the applicant: **Instructor**

### Please rank the applicant on the following qualities:

- Intellectual Ability: **Outstanding (Top 5%)**
- Motivation Grad Studies: **Very Good (Top 25%)**
- Writing Skills: **Below Average (Lower 50%)**
- Critical Thinking: **Excellent (Top 10%)**
- Work Independently: **Above Average (Top 50%)**
- Work With Others: **Outstanding (Top 5%)**
- Leadership Skills: **Excellent (Top 10%)**

## Written Assessment

shes great

## Recommender Signature and Date

- Signature: **kara cleveland**
- Date: **2/2/2022**

# Application Requirement



<input type="checkbox"/> Action	Values
<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Deactivate</a>	Requirement 3 - Domestic No GRE or LORs
<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Deactivate</a>	Requirement 4 - International No GRE or LORs
<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Deactivate</a>	Requirement 5 - Domestic No GRE 3 LOR
<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Deactivate</a>	Requirement 6 - International No GRE 3 LOR
<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Deactivate</a>	Requirement 7 - Domestic Transcript Only
<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Deactivate</a>	Requirement 8 - International Transcript Only
<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Deactivate</a>	Requirement 9 - Domestic No GRE 2 LOR
<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Deactivate</a>	Requirement 10- International No GRE 2 LOR
<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Deactivate</a>	Requirement 11 - Domestic GRE 2 LOR
<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Deactivate</a>	Requirement 12 - International GRE 2 LOR
<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Deactivate</a>	Requirement 13 - Domestic No GRE 1 LOR
<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Deactivate</a>	Requirement 14 - International No GRE 1 LOR
<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Deactivate</a>	Requirement 15 - Domestic No GRE 4 LOR
<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Deactivate</a>	Requirement 16 - International No GRE 4 LOR
<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Deactivate</a>	General Requirement Group
<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Deactivate</a>	Requirement 17 Non Degree

Different application requirement rules control the application checklist. These are added to the application process requirement group.

Checklist Items (v2)				<a href="#">New Checklist Item (v2)</a>	<a href="#">Checklist Item</a>
Action	Checklist Item	Requirement Met By	Status	Related To	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Official GRE or GMAT Scores</a>	GMAT, GRE General	Waived	Not Required	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Resume/Curriculum Vitae</a>	Resume; Resume/CV	Completed	Resume/CV	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Recommendation</a>	Recommender	Completed	Seth Cosimini	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Recommendation</a>	Recommender	Completed	James McSpadden	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Recommendation</a>	Recommender	Completed	Michael Branch	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Statement of Purpose</a>	Personal Statement	Completed	Statement of Purpose	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Official transcript</a>	College	Completed	Truckee Meadows Community College	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">College Transcript</a>	College	Completed	University of Nevada Reno	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">College Transcript</a>	College	Completed	Truckee Meadows Community College	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">College Transcript</a>	College	Completed	University of Nevada Reno	



## Application Deadlines

Description ↑	Start Date: ...	End Date: N...	End Date: Applica...
Accountancy	2/4/2022	11/15/2022	11/15/2022
Animal RangeLand	2/4/2022	10/1/2022	11/1/2022
ATMS	2/4/2022	11/1/2022	11/1/2022
Basque Studies	2/4/2022	10/15/2022	11/1/2022

- Domestic and international applications have different deadlines
- Doctoral and master's applications have different deadlines
- Graduate certificates and NDS have different deadlines
- Different opening and closing deadlines on the same application form

Start Date: Application	1/28/2023
End Date: New Application	6/15/2023
End Date: Application	8/15/2023
Last Modified By	<u>Kara Cleveland</u> , 1/28/2023 4:37 PM

# Application Permissions



Security – Who gets to see what?

- Public Groups
  - College
  - Programs
  - Faculty



# College Level



- Created each college as a public group
- Create each program as a public group
- Add each program to a college

SETUP
Public Groups

Group  
**GRD CoENG**

Edit Delete

Label	GRD CoENG
Group Name	GRD_CoENG
Grant Access Using Hierarchies	<input checked="" type="checkbox"/>
Created By	<a href="#">Kara Cleveland</a> , 6/14/2017 3:27 PM

View All Users

Name
<a href="#">GRD Biomedical Engineering</a>
<a href="#">GRD Chemical Engineering</a>
<a href="#">GRD Civil and Enviro Engineering</a>
<a href="#">GRD Computer Science and Engin</a>
<a href="#">GRD Electrical Engineering</a>
<a href="#">GRD Mechanical Engineering</a>
<a href="#">GRD Material Science and Engineering</a>
<a href="#">GRD Cybersecurity</a>
<a href="#">GRD Engineering Education</a>

# Program Level

.....

Each faculty member who is on the admission committee is added to the program level



SETUP

## Public Groups

Group

### GRD Civil and Enviro Engineering

[Edit](#) [Delete](#)

Label GRD Civil and Enviro Engineering

Group Name GRD\_Civil\_and\_Enviro\_Engineering

Grant Access Using Hierarchies

Created By [Kara Cleveland](#), 6/21/2017 12:56 PM

[View All Users](#)

Name

[Krishna Pagilla](#)

[Pamela Bernaldez](#)

[Ramin Motamed](#)

[Samantha Altergott](#)

# Application Reviews

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- Create a query for each program
- In the visibility section, use the public groups to add the program group for sharing

**Step 4. Restrict Visibility**

Visible only to me  
 Visible to **all users** (Includes partner and customer portal users)  
 Visible to certain **groups of users**

Search:  for:

Your search returned more than 100 rows. Only

Available for Sharing		Shared To
<ul style="list-style-type: none"> <li>All Customer Portal Users</li> <li>All Internal Users</li> <li>Group: Event Team</li> <li>Group: Events</li> <li>Group: GRD Accountancy</li> <li>Group: GRD Addiction TX Svcs GCert</li> <li>Group: GRD Animal Rangeland Science</li> <li>Group: GRD Anthropology</li> <li>Group: GRD Atmospheric Science</li> <li>Group: GRD Basque Studies</li> <li>Group: GRD Biochemistry</li> <li>Group: GRD Biology</li> <li>Group: GRD Biomedical Engineering</li> <li>Group: GRD Biostatistics</li> </ul>	<input type="button" value="Add"/> <input type="button" value="Remove"/>	<ul style="list-style-type: none"> <li>Group: GRD Civil and Enviro Engineering</li> <li>Group: GRD Grad Manager</li> </ul>

# Faculty Side



Faculty are only able to run queries in which they have permission

The screenshot displays the Salesforce Faculty Side interface. At the top left, there is a blue cloud logo with the word "salesforce" and a small cartoon character next to it. To the right of the character is the text "'23". Further right is a search bar with the placeholder text "Search..." and a "Search" button. Below the search bar is a navigation menu with tabs for "Home", "Applications", "Application Reviews" (which is highlighted in blue), "Reports", and a plus sign. Under the "Application Reviews" tab, there is a sub-section titled "Application Reviews" with a small orange flag icon and the word "Home". Below this, there is a "View:" label followed by a dropdown menu showing "Faculty Review - CEE" and a "Go!" button. At the bottom, there is a section titled "Recent Application Reviews" with a "New" button. Below this section, there is a message: "No recent records. Click Go or select a view from the dropdown to display records."

# Process Builder

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Program Directors are assigned as record owner to Faculty Review from through Process Builder

## Criteria for Updating Records\*

- Updated records meet all conditions
- No criteria—just update the records!

## Set new field values for the records you update

Field*	Type*	Value*
Owner ID	Formula	/* Accountancy MA a...

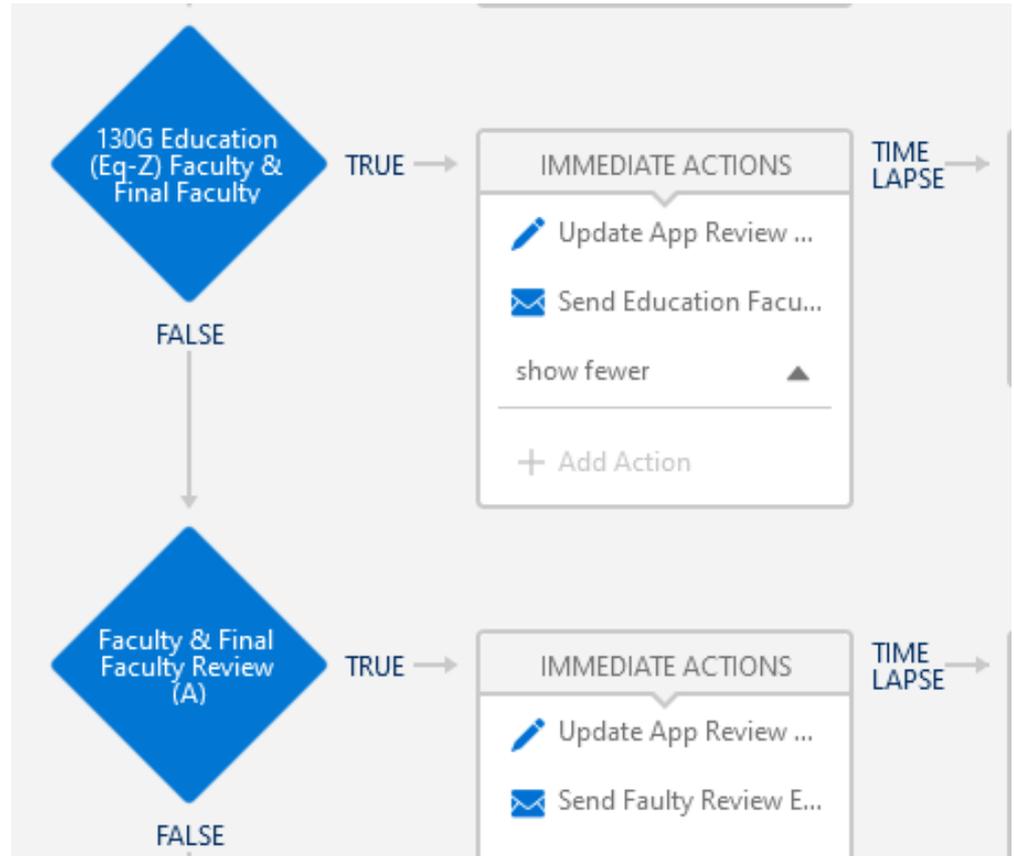
Insert:

```
/* Accountancy MA and Accountancy Online MA*/  
IF(ISPICKVAL([TargetX_Reader_Application_Review_c].TargetX_Reader_Application_c.TargetX_SRMB_Program_c, "2526")  
||  
ISPICKVAL([TargetX_Reader_Application_Review_c].TargetX_Reader_Application_c.TargetX_SRMB_Program_c, "2527"),  
"0050V000006KHsu",
```

# Process Builder

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As soon as Program Directors are assigned, specific emails are sent to notifying them that applications are ready for review





Questions?



experience: **LIAISON** 

SEATTLE | FEBRUARY 15-16, 2023

# Thank You



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