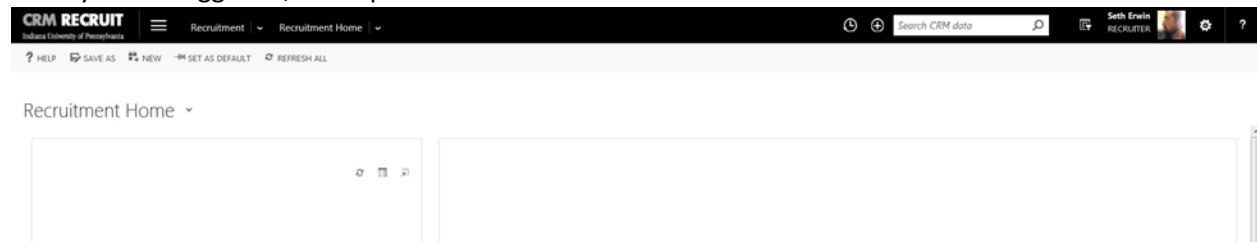


## IRecruit Initial Set Up

First, we need to make sure that we are logged in the correct production environment. The correct website is: <http://recruiteradmin.cc.iup.edu>.

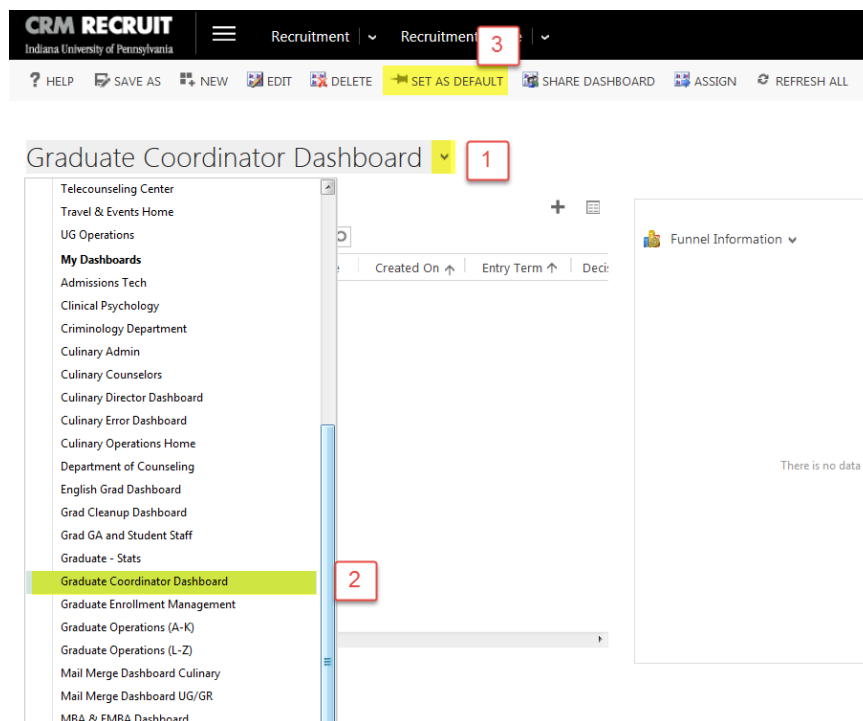
Access is possible via Internet Explorer, Mozilla Firefox, and Google Chrome. However, Firefox is the recommended browser.

Once you are logged in, the top banner will look like this:



We will then want to make sure that we have the 'Graduate Coordinator Dashboard' selected as the home screen. If your screen does not show that dashboard:

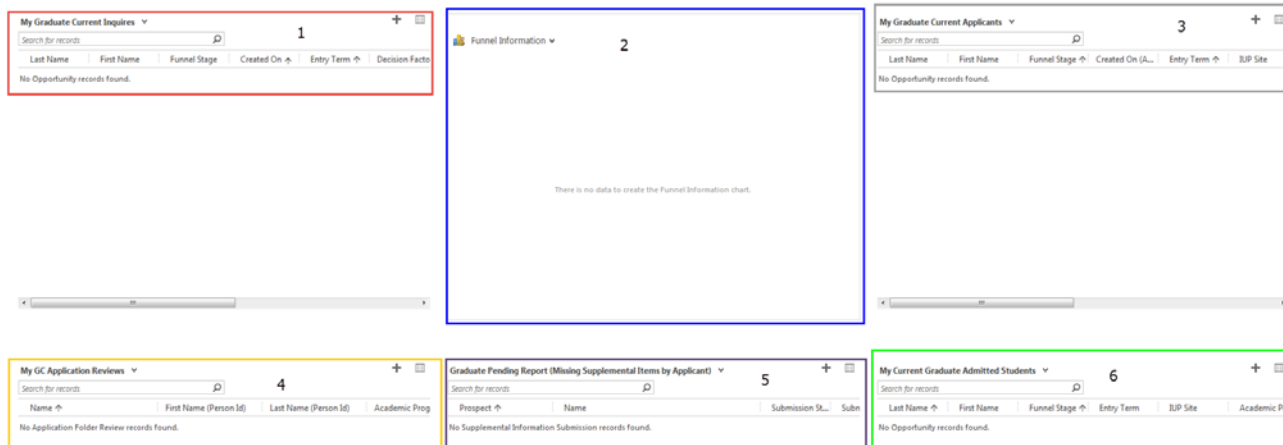
1. Click on the arrow to the right of the current dashboard name (could be 'Recruitment Home').
2. Select 'Graduate Coordinator Dashboard' from the bottom of the list of available dashboards (Your personal list will be much smaller than the below screen shot).
3. This dashboard should be your starting point for most activities in the software. To make it the first page that appears when you log into Recruit in the future, select 'SET AS DEFAULT' on the top of your screen



If at any time you find yourself stuck or needing assistance, please feel free to reach out.  
Seth Erwin – Technology Manager, Admissions Operations – 724-357-7774 or [serwin@iup.edu](mailto:serwin@iup.edu)

# Graduate Coordinator Dashboard Overview

Graduate Coordinator Dashboard ▾



1. **My Graduate Current Inquires:** These students have shown interest in your program by submitting an inquiry. If they appear in this portion of the screen, they have just created an account, but have not started the application process yet.
2. **Funnel Information Chart:** Visual breakdown of all potential students and their funnel stage for your program. You can always 'pop out' the chart by clicking the list icon on the top right of that view. This will allow you to narrow down the list behind the chart by funnel stage.
3. **My Graduate Current Applicants:** Students who have started an application for your program, or students have an application submitted, but we are waiting on missing supplemental items.
  - a. Note: Submitted applications are still missing additional items such as transcripts or their goal statement. They have only submitted their application form.
4. **My GC Application Reviews: *\*\*MOST IMPORTANT\*\**** Students in this view are ready for your review/ admit decision. This is the new DR Folder.
  - a. If you do not see any records in this list that you think should be ready for your review, contact admissions at [graduate-admissions@iup.edu](mailto:graduate-admissions@iup.edu) with the names of the records you expect to see, and they will be able to troubleshoot with you.
5. **Graduate Pending Report:** In this view, you can see the individual supplemental items that your incomplete applications have submitted are still missing before becoming ready for your review. The list is sorted by student name, but each individual supplement will be its own line item.
6. **My Graduate Admitted Students:** Any students have been admitted to your program. This view also shows students who have registered for classes, for whom the Funnel Stage will be 'Enrolled' instead of 'Admit'.

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## Processing Applications

On the 'My GC Application Reviews' views clicking on the name or the white space will direct you to the specific application review.

Name ↑	First Name (Person Id)	Last Name (Person Id)	Academic Prog
Seth ErwinGRTTest Review	Seth	ErwinGRTTest	Employment anc

After opening the record, you will open up to the new Application Review page. This page is laid out to be similar to the old Application folder page. The one major request was to move the decision to the top of the page, which was changed in the update. The First section will be the coordinator review. This will be where Coordinators will apply decisions to the records.

Seth ErwinGRTTest Review

Application Review

**Application Information**

Review Due Date --

Review Status **Not Started**

Overall Rating --

GC Proposed Decision -- **Not Started**

**Graduate Advisor**

IUP Grad Advisor --

**Overall Comments**

Comments --

Recommendations --

**Specific Comments**

Academic --

Activity --

Essay --

Below the application review are the application details.

- The 'Read Sheet' is set up for a one stop shop of all tracked information on the records. Personal information, Admission information, Academic History, and Test Score information.
- The Application tab is the app form as the student filled out the information online. Some fields on the application, such as social security number, will now be hidden per PASSHE guidelines.
- Supplemental Items are the items that have been uploaded or sent in. Links will direct you to the specific items.
- Letter of Recommendations are the online request/ reply's.

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- o **\*\*Uploaded LOR documents will not show on this screen. These documents do not come off of the application. You will need to navigate to the 'Applicant' Funnel Stage and find the LOR's from there.**

Application Details

Head Sheet Application Supplemental Items Letters of Recommendation

Application Information

Name Seth ErwinGRTTest

Primary Address 254 Sherman Ave  
Vandergrift, PA 15690-1130

Email Address serwin@iup.edu

Address 1 Phone 724-888-1226

Address 1 Cellphone --

Contact Preference \* Any

Primary High School --

Transcript GPA --

Graduate Dual Degree  No

Early Admission/Accelerate  No

Graduate Assistantship  No

Previously Applied  No

Previously Attend --

Admission Information

Entry Term \* Fall 2017

Academic Level \* Graduate

Academic Program \* Employment and Labor Relations, MA (E/LR-MA)

Admit Type New First Time

EJP Site Indiana (Main Campus)

Location Indiana

Academic Load --

Recruiting Territory GRAD: Employment & Labor Relations

Active College Academic History with...

College \* Attended To Year Transcript GP... Hours Est

Univ of Pitts Pittsburgh Camp 2007

Once we are ready to add a decision, we will need to add in information at the top of the page.

- Review Date – Will auto generate upon save after making a decision.
- Review status – Must flip to 'Complete' once a decision is added.
  - o You can flip reviews to 'in progress' if you have started but not completed the review. The review will still appear on your dashboard, but with a different status.
- Overall Rating – If your department/program uses a rating system, you can add it here.
- GC Proposed Decision – Same as before. The decision that will flow to admissions
  - o When selecting Conditional, a box will appear for the Conditional Admit Reason
- IUP Grad Advisor

### Seth ErwinGRTTest Review

#### Application Review

Application Information

Review Due Date

Review Status **Not Started**

Overall Rating

GC Proposed Decision

Graduate Advisor

IUP Grad Advisor

Overall Comments

Comments

Recommendations

Select to enter data

Specific Comments

Academic

Activity

Essay

Reviewers Shared Notes

- To add in information, click in the box.
  - o Click the magnifying glass to search for accepted values for each field.

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**Application Information**

Review Due Date --

Review Status **Completed**

Overall Rating --

GC Proposed Decision \*

Conditional Admit Rea \*

**Graduate Advisor**

IUP Grad Advisor \*

Admit With Conditions

Admit Provisionally

Graduate Admit

Rejected

Look Up More Records

4 results + New

- The new boxes on right of the screen are different types of comments. The only comments that will be seen by a group or committee review are the ‘Reviewers Shared Notes’ All other comments will stay on the specific review.

Specific Comments	Reviewers Shared Notes
Academic --	--
Activity --	
Essay --	

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