

# Decision Recommendation Form Instructions

(For Program Administrators and Directors of Graduate Study)

*These instructions will show you how to submit a recommended admission decision to GSAS*

On the Slate homepage, hover over the **"Queries & Reports"** icon. It is the second icon from the left and looks like a two-tone graph. You'll see a few different queries that have been pinned (or bookmarked) to your account.

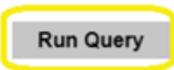
Click on the query called "Submitting Recommended Decision." If you manage admissions for more than one department, you'll see a query for each one.



On the next page, select Run Query:

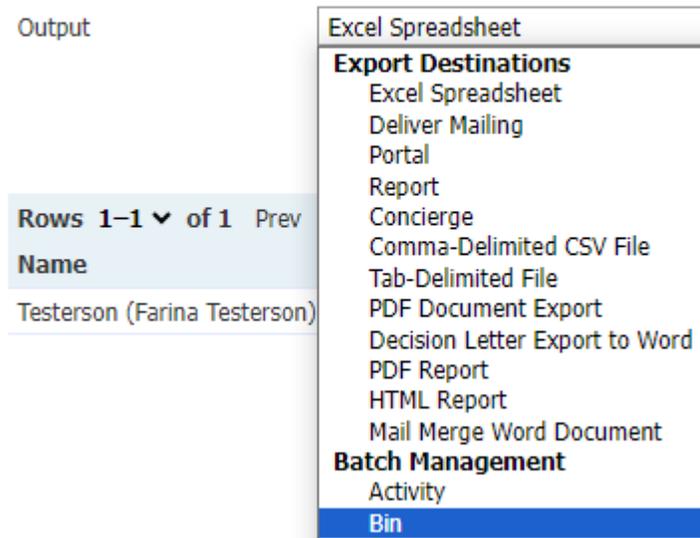
## Moving NEJS Apps to Submit a Recommended Decision Form

Folder	Departments
User	
Base	Departmental Applications
Execution Mode	Retrieve all records each time query is run
Filters	<a href="#">Program</a> IN Hornstein: Jewish Professional Leadership & Near Eastern and Judaic Studies ... <a href="#">Current Application Period</a> IN Current <a href="#">Bin</a> IN Committee Faculty Review PhD, Committee Faculty Review Masters, Committee Fa...
Matching Rows	40

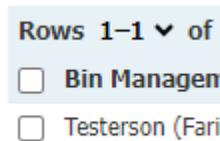


# Decision Recommendation Form Instructions

From the Output drop-down menu, select Bin under Batch Management. Then click Export.



Use the checkboxes next to the applicants' names that you want to recommend for admission or rejection.



Next, check the “Bin Management: Readers” column. If everyone has completed their review and submitted comments, this column will be blank. If a faculty member has not submitted a review form, it will still be in their queue and you will see their name here. In order to proceed, you need to clear all names from the “Bin Management: Readers” column by selecting the applications with reader names listed, selecting **Clear Readers** from the Queue Action, and pressing the Update Selected button. *Do not forget this step. If you do not clear the readers you will receive an error message when you try to submit the Decision Recommendation Form.*

## Bin Management

Bin Action

Queue Action

Add Reader

**Update Selected (1)**

Update All (2)

Rows 1-2 of 2 Prev Next

<input type="checkbox"/>	Bin Management: Applicant	Bin Management: Bin	Bin Management: Readers	Bin Management: Pending Bin
<input type="checkbox"/>	Testerson (Testerson), Amy Middle...	Initial Committee Revw Completed		
<input checked="" type="checkbox"/>	Testerson, Carrie	Initial Committee Revw Completed	Jaclyn Farina	

# Decision Recommendation Form Instructions

Select “Set Bin” from the Bin Action drop-down menu; “Final Department Review” from the Bin drop-down menu; and “Add Readers” from the Queue Action drop down menu. Type in the name of the person who will be submitting the Decision Recommendation form. Finally, select Update Selected.

## Bin Management

Bin Action	<input type="text" value="Set Bin"/>
Bin	<input type="text" value="Final Department Review"/>
Queue Action	<input type="text" value="Add Readers"/>
Add Reader	<input type="text" value="Amy Reardon"/>

**Update Selected (1)**    Update All (2)

Rows 1–2 of 2    Prev    Next

<input type="checkbox"/>	Bin Management: Applicant	Bin Management: Bin	Bin Management: Readers	Bin Management: Pending Bin
<input type="checkbox"/>	Testerson (Testerson), Amy Middle...	Initial Committee Revw Completed		
<input checked="" type="checkbox"/>	Testerson, Carrie	Initial Committee Revw Completed	Jaclyn Farina	

For the applicant(s) you selected, you should now see *Final Department Review* in the “Bin Management: Bin” column and the person submitting the Decision Recommendation form in the “Bin Management: Readers” column.

## Bin Management

Bin Action	<input type="text" value="Set Bin"/>
Bin	<input type="text" value="Final Department Review"/>
Queue Action	<input type="text" value="Add Readers"/>
Add Reader	<input type="text" value="Amy Reardon"/>

**Update Selected (0)**    Update All (2)

Rows 1–2 of 2    Prev    Next

<input type="checkbox"/>	Bin Management: Applicant	Bin Management: Bin	Bin Management: Readers	Bin Management: Pending Bin
<input type="checkbox"/>	Testerson (Testerson), Amy Middle...	Initial Committee Revw Completed		
<input type="checkbox"/>	Testerson, Carrie	Final Department Review	Jaclyn Farina	

# Decision Recommendation Form Instructions

## Completing and Submitting the Decision Recommendation Form

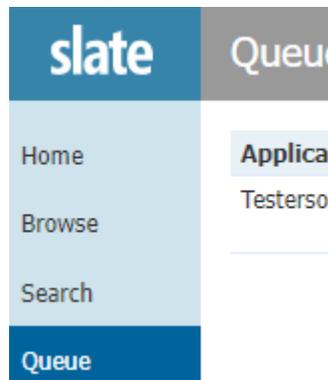
Click on the Reader menu icon on the Slate homepage.



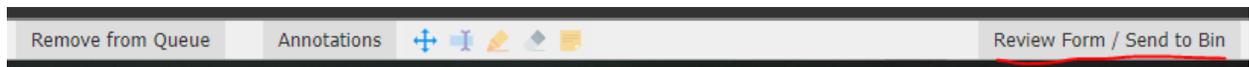
Next, select Departmental Reader. This will launch you into the Reader feature within Slate.



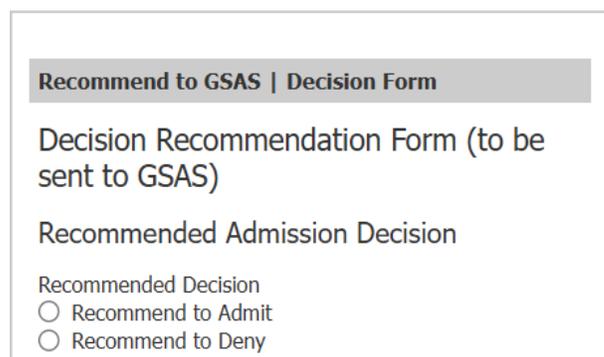
Navigate to your **Queue**. This will take you to the list of applicants that you moved in the previous step.



Click on an applicant from the list and when their application loads, select "Review Form/Send to Bin" in the bottom-right corner. This will allow you access to the Recommend to GSAS Decision Form.



The Decision Recommendation form will populate on the right-hand side of your screen:



# Decision Recommendation Form Instructions

Please follow the instructions on the form and complete all the required fields to avoid delays in admission decision processing.

Once you have completed the form, you can leave the Next Bin setting of “GSAS Only | Recommended Decision” and **press Send**. The application will be sent to GSAS to produce an official admit or deny letter.

**Only press send if your department is confident that the admission decision is final. Once the form is submitted, it sets a process into motion to notify the applicant of their admission decision as soon as possible and cannot be reversed.**

You should only submit one Recommendation Decision form per applicant. If there is a change that needs to be made or if you are unsure whether you submitted a Recommendation Decision form for someone already, please be in touch with Amy Reardon ([reardona@brandeis.edu](mailto:reardona@brandeis.edu)).