

Slate Honors Interview Evaluation Instructions 2021-22

Purpose

This document describes how faculty and staff interviewers for the University Honors program will access and submit their interview evaluations for candidates.

Description

For the 2021-22 admissions cycle, honors candidates must attend an Honors Day and complete an interview as part of the honors day experience. Students who are unable to complete an Honors Day (such as students living outside the United States) may contact Sierra Kinslow and make alternate interview arrangements.

For the 2021-22 admissions cycle, four on-campus scholarship days are planned along with one virtual Honors Day experience. Students who complete the virtual Honors Day experience will be obligated to interview following the experience.

Following the completion of the interviews, faculty and staff interviewers will submit an evaluation form via Slate. The interview evaluation will be used as part of the scholarship decision process.

Questions? Email Bethany Parliament-Chevalier (bparliament@messiah.edu).

Process for Reviewing Students

Before starting the review process in Slate, note that Google Chrome is the recommended browser to use when accessing the Slate.

1. **Log into Slate.** The URL for the Slate application is <https://mcadmissions.messiah.edu/manage/>.
Note: Bookmark this URL on your toolbar for future reference.

As an alternative, you can also find the Slate (Technolutions) card on Falconlink. This card directs to the URL shared above.



2. After **entering your login credentials** (which will be the same for logging into FalconLink), you will see this screen.

slate

Welcome, James.

You have accessed Slate from 1

Reader

@katiebxxth
Is there anything cuter than a baby Slate Captain?
@Technolutions

@scootsdada
@Technolutions dropping some 🍌🍌🍌 this month with the #SlateNews features:

SIG @SIGCorpLIVE
Join SIG, @NorthwesternMN and @FrontRush on Wednesday, October

@scootsdada
There's no better place than a Slate Portal to host an Open House Event. Such a great

A2: W @Tect to do ; work.

3. Click on the **Reader Icon**.
4. Once you click the Reader Icon you will enter the Slate Reader module. In the Slate Reader module, select the HONCAND workflow by clicking the **HONCAND Workflow button**.

NOTE: If your role in Slate is such that you are only involved as an interviewer in the HONCAND Workflow process, you may not experience this step and may be directly launched into the HONCAND workflow without having to select the workflow from this screen.

slate

Slate Reader

Reader
Applications

Workflow
HONCAND

5. Within the HONCAND Workflow, click on the **Browse link** to enter the Reader Bin structure for the University Honors Program.

slate Hello, James LaGrand.

Home

Browse

Search

Queue

Recent

Share

Click on **Browse** to enter the Reader Bin structure for the University Honors Program.

- 6. **On-Campus Honors Scholarship Day** - If the student you are evaluating participated in an **on-campus Honors Scholarship Day**, select the date you interviewed the student.

Virtual Honors Scholarship Day - Students who participate in the Virtual Honors Scholarship day will be located in the **Virtual Interview Scheduled** bin (See pg. 3 for screenshot).

HONCAND				
Awaiting Registration Awaiting Registration 0	Honors Days Registered December 6 0	Virtual Honors Day Registered Virtual Honors Day 0	Evaluation Submitted Review Form Submitted 0	CANCELED Canceled Admission 0
	Registered January 14 0	Awaiting Virtual Interview Appt 0	Deferred Honors 0	
	Registered January 31 0	Virtual Interview Scheduled 0		
	Registered February 14 0			
	Individual Appointments 0			

Locate students for on-campus interview days

Locate students for virtual interviews

- 7. Once you have entered the scholarship day bin for the date you interviewed the student (on-campus honors scholarship days) or the virtual interview scheduled bin (virtual interview), a list of the students who have scheduled an interview and are ready for evaluation will be located in this area. To locate a student you may sort the information by clicking on any of the row headers.

slate HONCAND (64)									
Applicant Name	GR Term	UG Term	Institution	Period	Round	Application Status	Bin	Staff Assigned User	
Albright, Eleanor Alyse		Fall 2021	Homeschool	UG	First Year 2021	Decided	Undergrad - Admit	smark	
Brubaker, Ella Margaret		Fall 2021	Lancaster Mennonite Sc...	UG	First Year 2021	Decided	Undergrad - Admit	niltman	
Brummer, Mattingly Gra...		Fall 2021	Carlisle High School	UG	First Year 2021	Decided	Undergrad - Admit	mreitnour	

You may also search for an individual student by using the search located all the way to the right of the screen. Start typing the name of the student in the top search box to begin narrowing the list of students.

slate HONCAND (2)									
Applicant Name	GR Term	UG Term	Institution	Period	Round	Application Status	Bin	Staff Assigned User	
Brubaker, Ella Margaret		Fall 2021	Lancaster Mennonite SC...	UG	First Year 2021	Decided	Undergrad - Admit	niltman	
Brummer, Mattingly Gra...		Fall 2021	Carlisle High School	UG	First Year 2021	Decided	Undergrad - Admit	mreitnour	

Filter

Bin

All Bins

Default

Filter NOT (OR)

8. Once you locate the student you are interviewing and evaluating, select the **multiple page icon** at the end of the row of student data to review documents available for this student.

HONCAND (2)									Build Query	Classify	Refresh
Applicant Name	GR Term	UG Term	Institution	Period	Round	Application Status	Bin	Staff Assigned User			
Brubaker, Ella Margaret		Fall 2021	Lancaster Mennonite Sc...	UG	First Year 2021	Decided	Undergrad - Admit	niltman			
Brunner, Mattingly Gra...		Fall 2021	Carlisle High School	UG	First Year 2021	Decided	Undergrad - Admit	mreitman			

Select this icon to review documents for the student

9. You will now be able to **review documents and materials** associated with the Honors Review process.

slate

692348415 Brunner, Mattingly Grace (Mattie)

1 / 4, Honors Review

Honors Review

Biographical Information

Biographical	
First Name	Mattingly
Middle Name	Grace
Last Name	Brunner
Preferred Name	Mattie
Sex	Female
Birthdate	05/14/2003
Birthplace	Harriburg, United States
Native Language	English
Contact	
Email	mattiebrunner24@gmail.com
Phone	+1 717-243-9401
Mobile	+1 717-440-7424
Mailing Address	250 McKnight St Carlisle, PA 17013-2020

10. Click on **Add to Queue** in the bottom left corner of the screen to add this student to your review Queue. You will need to add the record to your review Queue in order to submit an evaluation form.

Add to Queue

Displaying Copy

11. Click **OK** in the pop-up box to complete adding the record to your Queue.

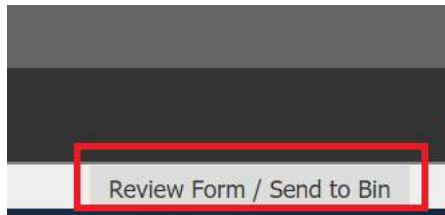
mcadmissions.messiah.edu says

Do you want to add this application to your queue?

OK

Cancel

12. Once you have added a record to your Queue, you can access the **Honors Interview Form** you will use to complete your evaluation. To access this form, you will click on the **Review Form/Send to Bin** link in bottom right corner of your screen.



13. Use the **scroll bar to the right or your tab key** to move through the evaluation form. If you need to adjust your evaluation, you will need to do so before submitting the Honors Interview Form.
14. When your evaluation is complete and ready to be submitted, click the **Send button**. The Honors Interview Form will be submitted and the student will move to the next stage of the HONCAND workflow.

Send to Bin

Current Bin
Registered November 9

Next Bin (required)

Next Reader (optional)

Send

Draft Saved

Honors Interview Form

First Name

Last Name

Interview Date

What are we trying to assess or ascertain about Honors candidates?
In addition to the minimum eligibility requirements, the ideal applicant will demonstrate poise, self-confidence and humility. Further, the applicant is passionate about learning, life and vocation, and evidences depth and breadth of knowledge. Finally, the applicant is serious and thoughtful on matters of faith, reconciliation and global awareness. The ideal candidate shall demonstrate a strong fit with the University's mission. Below are honors interview questions organized around themes from the University's mission and values statements.

Q1 Sharpening Intellect - The goal is to ascertain the student's intellectual vitality, curiosity and his/her readiness to study the liberal arts.

15. After you click send, you will return to you the **Queue** view. Click on **Search** and you will be back to the list of students from which you can select.
16. Click **Exit** and then **OK** to leave Slate Reader.
17. Click **Logout** in the top right-hand corner beside your name to exit Slate.

Adding Multiple Records to Your Queue at Once

You can add all of the students to your queue at one time by doing the following:

1. Hold your Ctrl key and select all your students.

2. Then click on the **Add to Queue** button in the **top right corner**.
3. All these students will now be in your Queue.
4. Instead of going to Search you can go directly to your Queue and find your students.

HONCAND (27)									Build Query	Classify	Refresh	-5	+5	Add to Queue (3)
Applicant Name	GR Term	UG Term	Institution	Period	Round	Application Status	Bin	Staff Assigned User						
Albright, Eliana Alyse	Fall 2021		Homeschool	UG	First Year 2021	Decided	Undergrad - Admit	smark						
Brunner, Mattingly Gr...	Fall 2021		Carlisle High School	UG	First Year 2021	Decided	Undergrad - Admit	mrethour						
Chebekeu, Sofia Elena	Fall 2021		North Penn High School	UG	First Year 2021	Decided	Undergrad - Admit	mmamirezgomez						
Durika, Thomas James	Fall 2021		NORTHERN HIGH SCH...	UG	First Year 2021	Decided	Undergrad - Deposit Paid	myjanczyk						
Elliott, Michaela Colletta	Fall 2021		Homeschool	UG	First Year 2021	Decided	Undergrad - Admit	smark						
Feil, Todd Robert	Fall 2021		Mechanicsburg Area Se...	UG	First Year 2021	Decided	Undergrad - Admit	mrethour						
Fry, Amanda Jane	Fall 2021		DONEGAL HIGH SCHOOL	UG	First Year 2021	Decided	Undergrad - Admit	niltman						
Haney, Sawyer Jack	Fall 2021		FATH CHRISTIAN ACA...	UG	First Year 2021	Decided	Undergrad - Admit	tcuclasure						
Hartzler, Serena Joy	Fall 2021		Veritas Academy	UG	First Year 2021	Decided	Undergrad - Deposit Paid	niltman						

Prev Next

Search...

Honors Days - Registered November 9

Default

Filter NOT (OR)