

Slate Honors Interview Evaluation Instructions 2020-21

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 2020-21 admissions cycle, honors candidates must complete a virtual Honors Day and interview for scholarship consideration. Students who are unable to complete a virtual Honors Day (such as student living outside the United States in a time zone that does not permit attendance or a student) may request a video recording that will be accepted in lieu of virtual event attendance.

After students have met the initial obligations outlined above, they will be asked to schedule an honors interview. Students will be directed to a private web landing page with available interview timeslots.

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

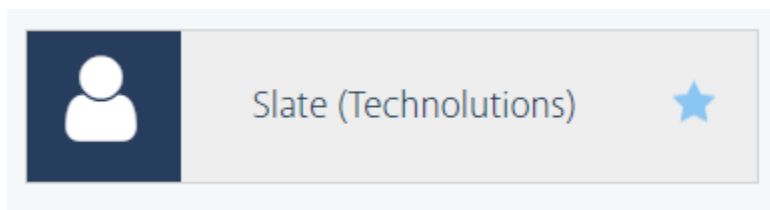
Questions? Email Bethany Parliament-Chevalier (bparliament@messiah.edu).

Process for Reviewing Students

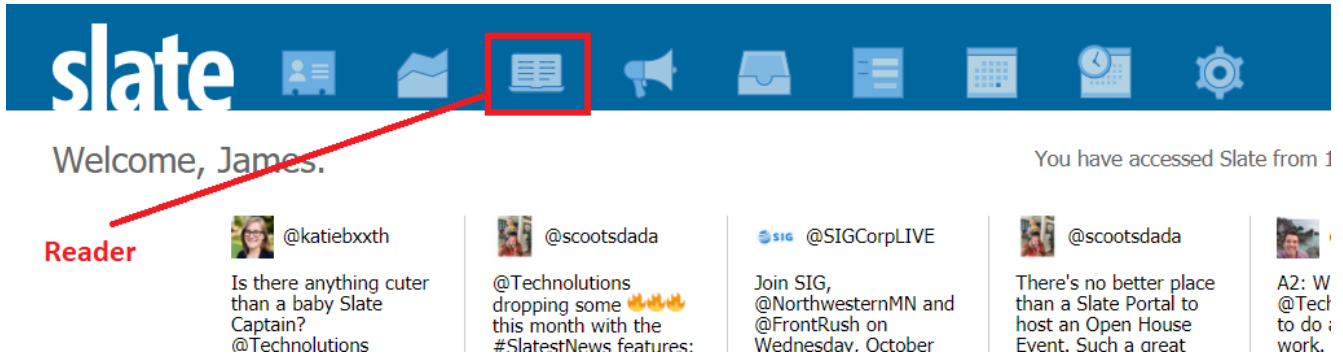
Before starting the review process in Slate, note that Google Chrome is the recommended browser to use when accessing the Slate.

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.

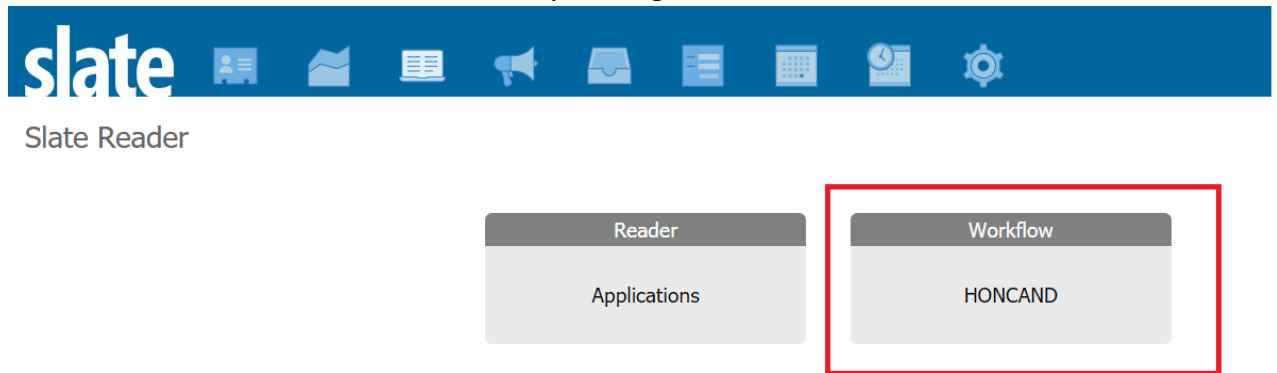
As an alternative, you can also find the Slate (Technolutions) card on Falconlink. This card directs to the URL shared above.



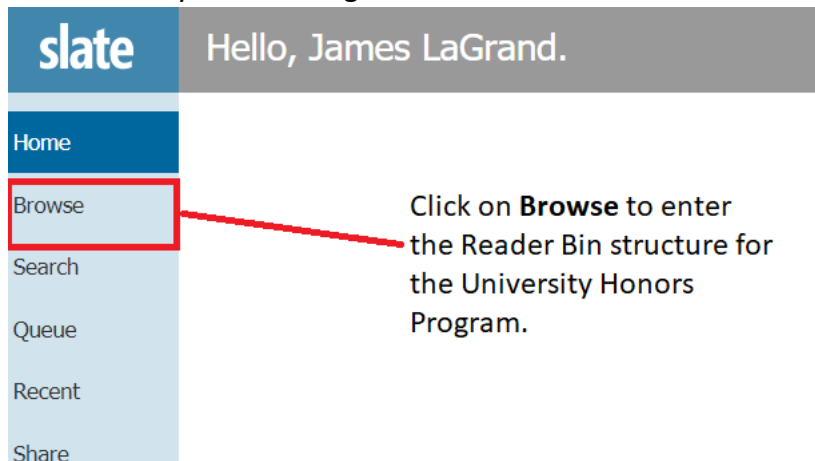
2. After **entering your login credentials** (which will be the same for logging into FalconLink), you will see this screen.



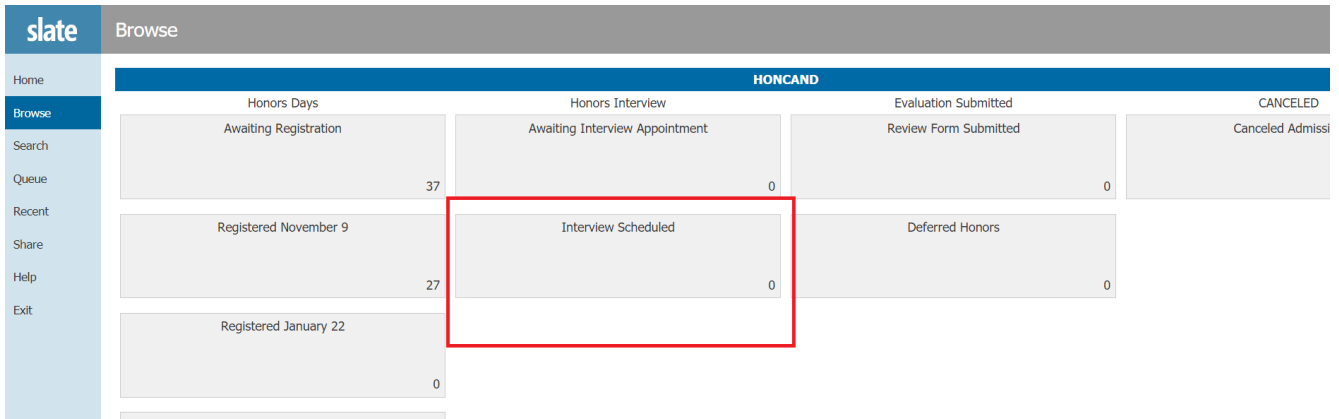
3. Click on the **Reader Icon**.
4. Once you click the Reader Icon you will enter the Slate Reader module. In the Slate Reader module, select the HONCAND workflow by clicking the **HONCAND Workflow button**.



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



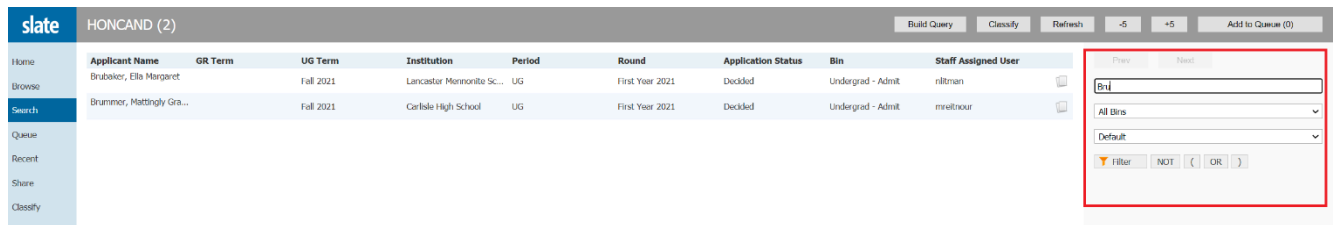
6. Click on the **Interview Scheduled** bin. Students who have scheduled interviews are located in this bin. (See pg. 3 for screenshot).



- You have now entered the **Search** area for the Interview Scheduled bin. A list of the students who have scheduled an interview and area 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.

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 Gr...		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.



- 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.



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

slate 692348415 Brummer, Mattingly Grace (Mattie)
1 / 4, Honors Review

Honors Review

Biographical Information

Biographical	
First Name	Mattingly
Middle Name	Grace
Last Name	Brummer
Preferred Name	Mattie
Sex	Female
Birthdate	05/14/2003
Birthplace	Harrisburg, United States
Native Language	English
Contact	
Email	mattiebrummer24@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.

Review Form / Send to Bin

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							
Brummer, Mattingly Gr...		Fall 2021	Carlisle High School	UG	First Year 2021	Decided	Undergrad - Admit	mrethour							
Chebeleu, Sofia Elena		Fall 2021	North Penn High School	UG	First Year 2021	Decided	Undergrad - Admit	mzamieregomez							
Durika, Thomas James		Fall 2021	NORTHERN HIGH SCH...	UG	First Year 2021	Decided	Undergrad - Deposit Paid	mjanczyk							
Elliott, Michaela Colletta		Fall 2021	Homeschool	UG	First Year 2021	Decided	Undergrad - Admit	smark							
Fell, 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	FAITH CHRISTIAN ACA...	UG	First Year 2021	Decided	Undergrad - Admit	tculesure							
Hertzler, Serena Joy		Fall 2021	Veritas Academy	UG	First Year 2021	Decided	Undergrad - Deposit Paid	niltman							