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/](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.

   **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.

5. Within the HONCAND Workflow, click on the **Browse link** 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).

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.

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.
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.

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

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.

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

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.