

Faculty Application Review Process in

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Recommended browsers:
Chrome or Firefox.

Questions? Contact your GSAO.

Settings: Make sure the pop up
window feature is enabled in
your browser.

I. Logging In

1. Log on to Slate at <https://gradapp.berkeley.edu/reader>
2. When prompted, enter your *Calnet ID* enter the Reader homepage.

The screenshot displays the Slate Reader interface. On the left is a vertical navigation menu with options: Home, Search, Queue, Recent, Share, Help, and Exit. The main content area has a header that says "Hello, Rosemary Joyce." Below this are three data visualization sections. The first, "Applications by program", shows "No data". The second, "Submitted Applications by Concentration", displays an error message: "Not enough columns given to draw the requested chart." The third, "Submitted Applications by Citizenship", is currently empty. At the bottom of each chart area, there is a timestamp "Data as of 10/23/2017 at 5:19:45 PM ET" and links for "Refresh" and "Show SQL". On the right side, a sidebar titled "The Slate Reader" contains a section "Navigating the Interface" with a descriptive paragraph and two sub-sections: "Using the Mouse" and "Using the Keyboard", each with a list of keyboard shortcuts.

Home

Search

Queue

Recent

Share

Help

Exit

slate Hello, Rosemary Joyce.

Applications by program

No data

Data as of 10/23/2017 at 5:19:45 PM ET Refresh Show SQL

Submitted Applications by Concentration

Not enough columns given to draw the requested chart. x

Data as of 10/23/2017 at 5:19:45 PM ET Refresh Show SQL

Submitted Applications by Citizenship

The Slate Reader

Navigating the Interface

The Slate Reader is designed to be navigated using both the mouse and keyboard. While some users may be accustomed to using only the mouse to navigate web pages, using keyboard shortcuts enables faster navigation, and we've included several keyboard shortcuts in the Slate Reader to help you move through applications quickly.

Using the Mouse

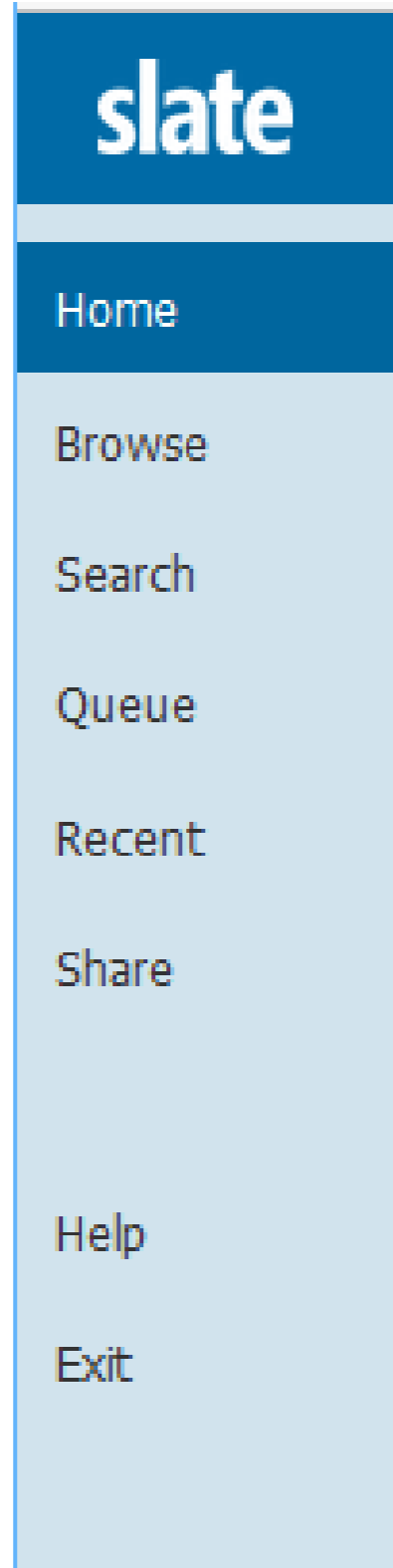
- Click tabs in the left panel to change sections
- Double-click on a page to zoom in
- Right-click on a page to zoom out
- Click-and-drag to move within/between pages

Using the Keyboard

- **Arrow Keys:** move up/down/left/right
- **Pg Up/Pg Down:** page up, page down
- **+/-:** zoom in, zoom out
- **Tab:** next section in index
- **Shift + Tab:** previous section in index
- **1-9:** display 1st tab, 2nd tab, etc. in index
- **Ctrl + Left/Right Arrow:** rotate page (PC)
- **Cmd + Left/Right Arrow:** rotate page (Mac)
- **Q:** toggle display of queue
- **R:** toggle display of Review Form / Send to Bin
- **S:** toggle display of search
- **Esc:** close open panels, return to first section

II. Reader Navigation

1. All the navigation options are displayed on the left side bar.
2. On the right side of the homepage is a keyboard shortcut bar giving details on how to navigate through the application pages, zoom in on material and return to your queue.



- **Slate Button:** Link to move between applicant list and individual applications
- **Home:** Main page for the Reader section
- **Browse:** View all reader bins and number of applications in each bin
- **Search:** Search for applicants by name
- **Queue:** View and access all applications assigned to you
- **Recent:** List of recently viewed applications
- **Share:** Allow other readers to view an application
- **Help:** Information on Reader functions
- **Exit:** Close and exit Reader

The Slate Reader

Navigating the Interface

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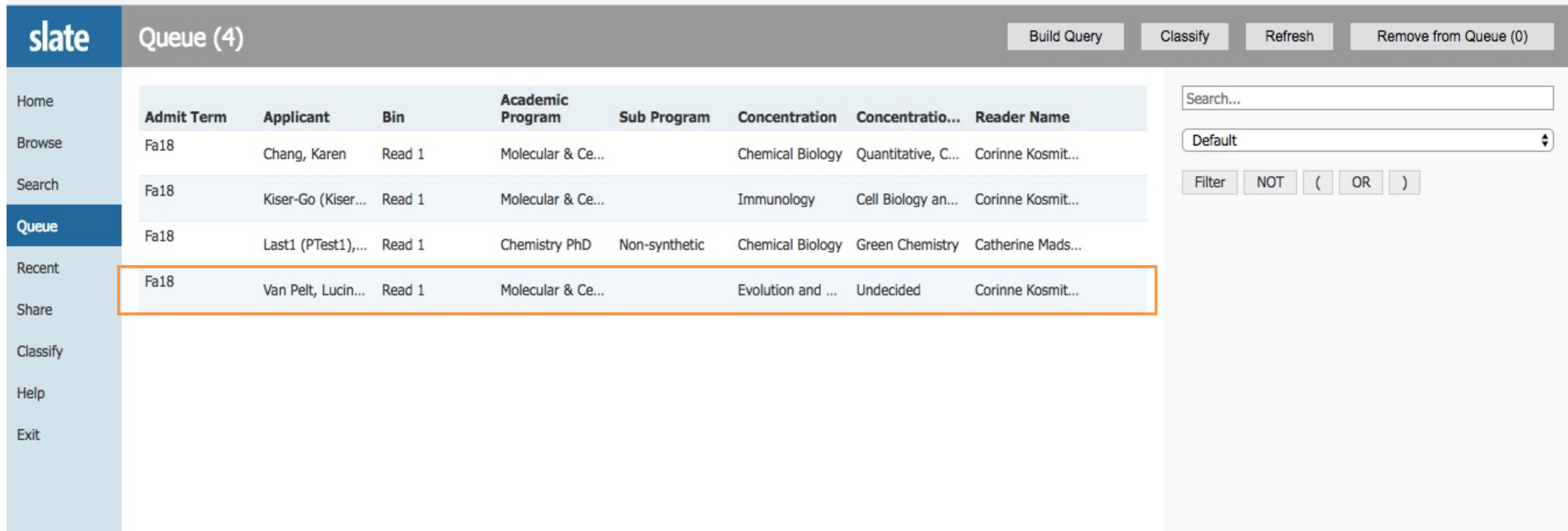
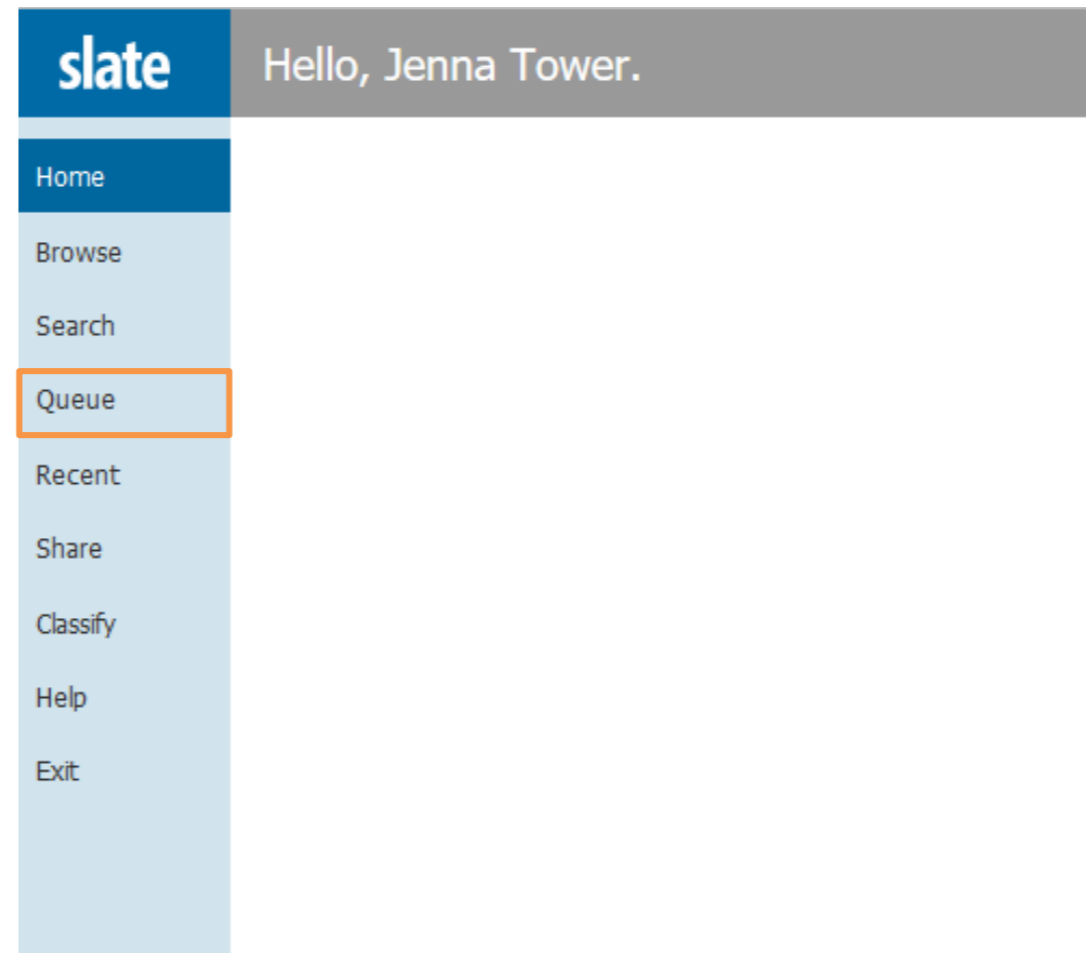
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III. Reviewing Applications

1. Click the **Queue** button on the left side bar to see a list of applications that have been assigned to you for review.
2. Select an application to get started.



3. You will now see the application in full screen reading view (starting with the summary page). You can use the LEFT and RIGHT arrow keys on your keyboard to navigate through all pages of the application. You may also use the navigation buttons on the left side bar to go directly to a specific section. To return to your **Queue** list, click on the **Slate** logo on the top left.

4. At any time during or after reading the application, click on the **Review Form/Send to Bin** button on the bottom right of the screen to open the review form(s).

Use Slate button to toggle between 'queue' list and individual application

slate

- Summary
- Applicant (PDF)
- Program Page
- Academic Hist...
- Recommenda...
- Statement of ...
- Personal Histo...
- Economic Bac...
- Languages & ...
- My Reviews
- Reports (ADM...

Use navigation bar to scroll through application materials.

231644134 Van Pelt, Lucinda (Lucy) Search...

1 / 1, Summary

Berkeley Graduate Division

Last Name	Van Pelt	First Name	Lucinda								
Preferred Name	Lucy	Email	Lucinda@blah.com								
Degree	Molecular & Cell Biology PhD	Term	Fall 2018								
Concentrations	Evolution and Development Undecided	Payment Method	Fee Waiver Financial Need								
		Prev. UCB Applicant	Prev. UCB Student <input checked="" type="checkbox"/>								
		Military	None of the above/blank								
Citizenship	PR	Visa	PR-Permanent Resident								
Gender	Female	Native Language	Dutch								
Ethnicity	Native Hawaiian/Other Pacific Islander, Other	Hispanic									
GRE Scores	Date	Verified	V	V%	Q	Q%	A	A%	Subject	S	S%
	01/2017		165	91	148	71	5	85			
TOEFL Scores	Date	Verified	Type	Listen	Read	Speak	Write	Total			
	03/2017		IBT	25	23	27	25	100			
IELTS Scores											
Education	School	Degree	Year	Major							
	Mills College			N/A							
	University of Michigan-Ann Arbor										
GPA	BS GPA	After 2yrs GPA	MS GPA								
	3.2	3.4									
References	Name	Organization									
	Bugs Bunny	Agricultural Miracles									
	Mickey Mouse	Disney Inc									
	Daisy Duck	Ducktown Mayor's Office									
Faculty of Interest	Doudna, Jennifer										
	Dupage, Michael										
	Duesberg, Peter										

Remove from Queue Annotations Review Form / Send to Bin

- The Review form will display on the right side of the screen.
- The system will also auto-save your entries every 15 seconds. **Note:** If you want to save faster, click on the 'Saving' button in the bottom right corner of the form.
- After your review is complete you may click the **Send** button to submit your responses.

Note: To close the Review Form at any time during your review, click the Review Form/Send to Bin button again or type R on your keyboard.

Please be advised that after you hit *Send* you will no longer be able to edit your responses.

(If you anticipate revising scores throughout your review process, we advise that you do not click send until all reviews are complete.)

slate
231644134 Van Pelt, Lucinda (Lucy)
Search...

1 / 1, Summary

Berkeley Graduate Division

- Summary
- Applicant (PDF)
- Program Page
- Academic Hist...
- Recommend...
- Statement of ...
- Personal Histo...
- Economic Bac...
- Languages & ...
- My Reviews
- Reports (ADM...

Last Name		Van Pelt			First Name		Lucinda				
Preferred Name		Lucy			Email		Lucinda@blah.com				
Degree		Molecular & Cell Biology PhD			Term		Fall 2018				
Concentrations	Evolution and Development			Payment Method		Fee Waiver					
	Undecided			Prev. UCB Applicant		Prev. UCB Student		✓			
				Military		None of the above/blank					
Citizenship		PR			Visa		PR-Permanent Resident				
Gender		Female			Native Language		Dutch				
Ethnicity		Native Hawaiian/Other Pacific Islander, Other			Hispanic						
GRE Scores	Date	Verified	V	V%	Q	Q%	A	A%	Subject	S	S%
	01/2017		165	91	148	71	5	85			
TOEFL Scores	Date	Verified	Type	Listen	Read	Speak	Write	Total			
	03/2017		IBT	25	23	27	25	100			
IELTS Scores	Education			School	Degree	Year	Major				
				Mills College			N/A				
			University of Michigan-Ann Arbor								
GPA	BS GPA		After 2yrs GPA		MS GPA						
	3.2		3.4								
References	Name			Organization							
	Bugs		Bunny	Agricultural Miracles							
	Mickey		Mouse	Disney Inc							
Daisy		Duck	Ducktown Mayor's Office								
Faculty of Interest	Doudna, Jennifer										
	Dupage, Michael										
	Duesberg, Peter										

Reader Review Form Short

Reader Review Form Short

Overall Scoring

1

2

3

4

5

Comments

Comments are inserted here.

Please rank/score the applicant according to your program's instructions

Recommended Decision

Recommend for fellowship

Yes

No

Reader Review Form Long

Reader Review Form Education

Send to Bin

Current Bin

Read 1

Next Bin (required)

Next Reader (optional)

Remove from Queue
Annotations
Review Form / Send to Bin

8. Once you have finished the review form and have clicked **Send**, click the **Slate** home button to return to your queue list.

Note: If you have any questions, please contact your GSAO.

slate

231644134 Van Pelt, Lucinda (Lucy)

1 / 1, Summary

- Summary
- Program Page
- Academic Hist...
- Recommenda...
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Berkeley Graduate Division

Last Name	Van Pelt	First Name	Lucinda								
Pref. Name	Lucy	Email	Lucinda@blah.com								
Degree	Molecular & Cell Biology PhD	Term	Fal 2017								
Sub program and Concentrations	Evolution and Development	Payment Method	Fee Waiver Financial Need								
	Undecided	Prev. UCB Applicant	Prev. UCB Student <input checked="" type="checkbox"/>								
		Military	None of the above/blank								
Citizenship	PR	Visa	PR-Permanent Resident								
Gender	Female	Native Language(s)	Dutch English								
Ethnicity	Native Hawaiian/Other Pacific Islander, Other White/Caucasian. White Hispanic										
Top GRE Scores	Date	Verified	V	V%	Q	Q%	A	A%	Subject	S	S%
	01/2017		165	91	148	71	5	85			
Top TOEFL Scores	Date	Verified	Type	Listen	Read	Speak	Write	Total			
	03/2017		IBT	25	23	27	25	100			
Education	School	Degree	Year	Major							
	Mills College			N/A							
	University of Michigan-Ann Arbor										
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	Bugs Bunny	Agricultural Miracles									
	Mickey Mouse	Disney Inc									
	Daisy Duck	Ducktown Mayor's Office									
Faculty of Interest	Doudna, Jennifer Dupage, Michael Duesberg, Peter										

Test Record Search...

Reader Review Form Short

Reader Review Form Short

Overall Scoring

1

2

3

4

5

Comments

Please rank/score the applicant according to your program's instructions

Recommended Decision

Recommend for fellowship

Yes

No

Reader Review Form Long

Reader Review Form Education

This application currently resides in more than one queue. The application cannot be sent to a different bin or user until the other reviews have been completed.

The current readers include:

- Catherine Madsen
- Corinne Kosmitzki

Current Bin
Read 2

Send

Draft Saved

Remove from Queue Annotations

This notification will appear if the application is assigned to multiple reviewers. You can ignore the message and still click **Send** to submit your review.

- Summary
- Program Page
- Academic His...
- Recommenda...
- Statement of...
- Personal Hist...
- Economic Bac...
- Languages & ...
- My Reviews**
- Reports (AD...

You can check your ratings by selecting **My Reviews** on the left side bar.

Reports will show all reviews for the applicant if there were multiple readers. (Administrators Only)

Reader Review Form

Form User	Jenna Tower
Form Title	Reader Review Form
From Bin	Read 1
Into Bin	Read 1
Form Submitted	10/12/2017

Please rate the applicant from 1 (low) to 5(high)

Please rate the applicant's Letters of Recommendation	4
Overall scoring of the applicant from 1 (low) to 5(high)	5
Please rank/score the applicant according to your program's instructions	4
Applicant Evaluation	Maybe
Recommend for fellowship	No

IV. Filtering Applications

If you have applicants from multiple programs in your Queue, you can filter the applications to only see 1 program at a time.

1. Click **Filter** under the **Search** bars on the right side of the screen.
2. Check **Slate Template Library** box below the Search field.
3. Select **Academic Program** from the filters.
4. Click **Continue**.

The screenshot shows the Slate application interface with a queue of 4 applications. The top navigation bar includes 'Build Query', 'Classify', 'Refresh', and 'Remove from Queue (0)'. The left sidebar contains navigation options: Home, Browse, Search, Queue, Recent, Share, Classify, Help, and Exit. The main table displays the following data:

Admit Term	Applicant	Bin	Academic Program	Sub Program	Concentration	Concentration2	Reader Name
Fa18	Chang, Karen	Read 1	Molecular & Ce...		Chemical Biology	Quantitative, C...	Corinne Kosmit...
Fa18	Kiser-Go (Kiser...	Read 1	Molecular & Ce...		Immunology	Cell Biology an...	Corinne Kosmit...
Fa18	Last1 (PTest1),...	Read 1	Chemistry PhD	Non-synthetic	Chemical Biology	Green Chemistry	Catherine Mads...
Fa18	Van Pelt, Lucin...	Read 1	Molecular & Ce...		Evolution and ...	Undecided	Corinne Kosmit...

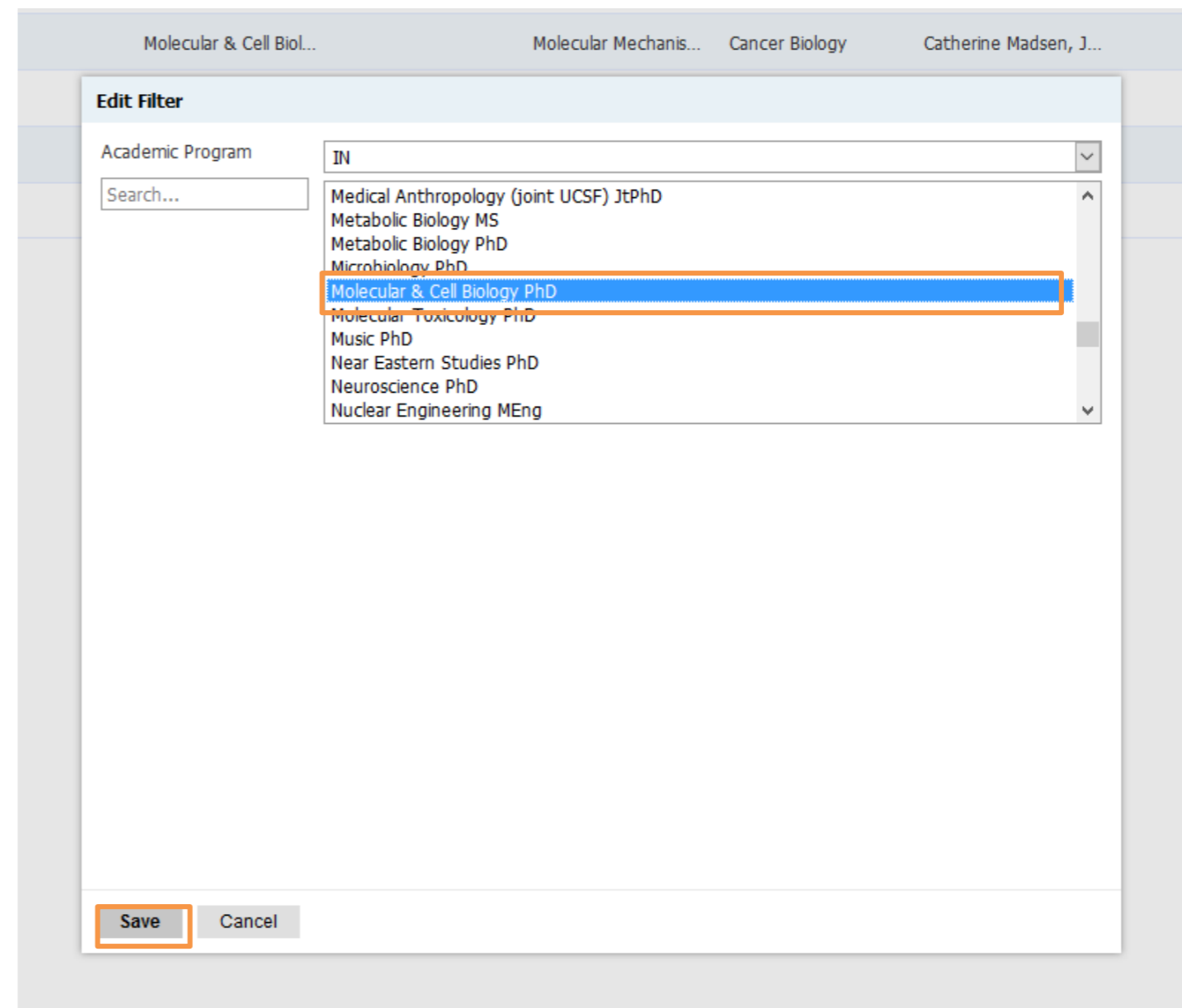
On the right side, there is a search bar with a 'Filter' button highlighted in an orange box. Below the search bar are buttons for 'NOT', '(', 'OR', and ')'. A dropdown menu is set to 'Default'.

The screenshot shows the Slate application interface with a queue of 5 applications. The top navigation bar includes 'Build Query', 'Classify', 'Refresh', and 'Remove from Queue (0)'. The left sidebar contains navigation options: Home, Browse, Search, Queue, Recent, Share, Classify, Help, and Exit. The main table displays the following data:

Admit Term	Applicant	Bin	Academic Program	Sub Concentration	Concentration	Concentration2	Readers
Fa18	Adjei, Jacob Adjetey	Read 1	Public Health-Online...		Global Health		Catherine Madsen, J...
Fa18	Allington, Grant Bruce	R					
Fa18	Alzahrani, Ahmad Kh...	R					
Fa18	Amin, Vaishali Viresh	R					
Fa18	Amir, Nafisa Ali	R					

An 'Insert Query Part' dialog box is open in the center. It has a search bar and three checked checkboxes: 'Pinned Filters', 'Local Filters', and 'Slate Template Library'. Below these are sections for 'Pinned Filters' and 'Local Filters'. The 'Local Filters' section has 'Academic Program' selected and highlighted in an orange box. Below this, a list of filter options is shown, including 'Academic Program Deadline Passed/Not Passed', 'Admit Term', 'Application Status', 'Bin', 'Concentration', 'Concentration2', 'Concentration5', 'Decision Recommendation', 'Degree Type', 'Fee Exemption', 'Fee Waiver', 'Payment Method', and 'Read 1 Review rating'. At the bottom of the dialog, the 'Continue' button is highlighted in an orange box.

4. Select the program you want to filter, then click **Save**.
5. Only the applications under the program selected in the filter will display.



Only the program you filtered are displayed.

You can see which program you filtered on the right side bar.

slate Queue (1) Build Query Classify Refresh Remove from Queue (0)

Admit Term	Applicant	Bin	Academic Program	Sub Concentration	Concentration	Concentration2	Readers
Fa18	Allington, Grant Bruce	Read 1	Molecular & Cell Biol...		Molecular Mechanis...	Cancer Biology	Catherine Madsen, J...

Search... Default Filter NOT (OR) Academic Program IN Molecular & Cell Biology PhD