With Slate, the application review process takes place in the Reader. If your program assigns applications for review by adding them to your queue, you will receive a weekly notification email that contains a link to the Reader landing page. Once you have opened this page, click on “Departmental Reader.”

You will see the screen shown below. To see all applications that have been added to your queue, click on “Queue” on the left-hand menu.
Once in a specific bin, you’ll see a list-view of all applications in that bin. Click anywhere on a row to open an application.

Once you open an application, you will see a thin gray bar at the very bottom of the screen. On the far right side of the gray bar, click “Review Form/Send to Bin” to open the form with the option to send the application to the next bin.

Once you click “Review Form/Send to Bin, the review form will pop up on the right side of the screen.
Check the box next to “Dept Reader Review Form” to expand the full form shown below.

The ratings from these fields are averaged to produce the total rating.

Once the Review Form is complete, the reviewer should click “Send.” No change to “Next Bin” is necessary.

The Reader review form is available in all the departmental review bins, including the “Waitlist” bin.