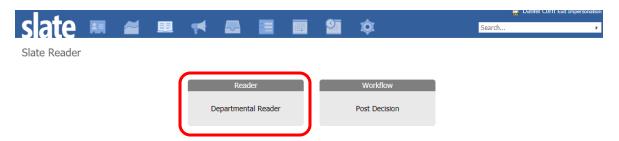**Access the Slate Reader by logging in with your unity ID and password at applygrad.ncsu.edu/reader**

> *You will receive a weekly notification email reminding that you have applications to review

1. To review applications, click the "Departmental Reader" button. If you need to see an application for an admitted student, click the "Post Decision" button.
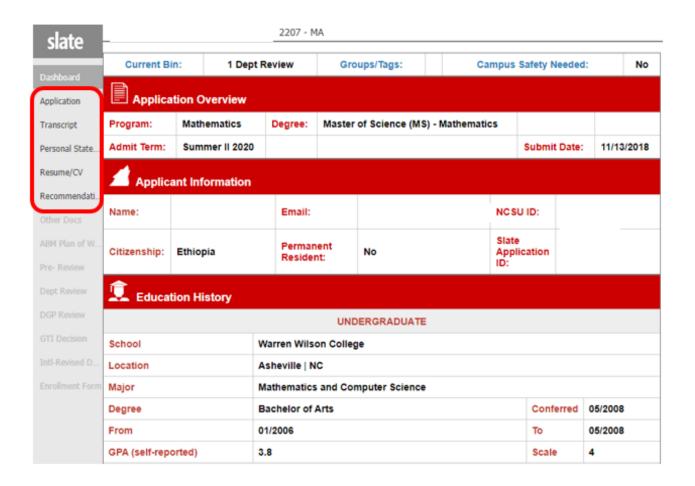

2. Click "Queue" on the left-hand navigation

3. Your queue contains applications that are assigned to you. Click anywhere on a row to open an application.

4. The application dashboard will appear at the front of the application PDF. It shows the degree, area of interest, faculty advisor interest, education history, citizenship, test scores, etc. You can use your keyboard right arrow to scroll through all of the application questions.

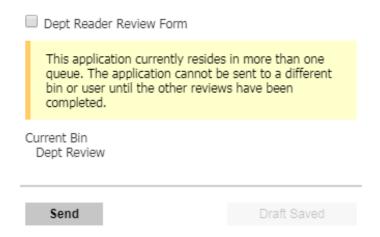5. The bolded links on the left-hand menu allow you to jump to transcripts, personal statement, recommendations, etc.

6. Click the Review Form button on the bottom right-hand side of the screen.

7. Click the check box: ☑ Dept Reader Review Form to expand the full form:

NOTE: if you see the following message, you can ignore it. It simply means that other faculty reviewers have this application in their queue, but it will not prevent you from submitting your review.

8. Enter your ratings and/or admission decision.

☑ Dept Reader Review Form

Dept Reader Review Form

Please rank the applicant on the following characteristics:

Rating Scale:
5 - Outstanding
4 - Good
3 - Average
2 - Fair
1 - Poor

Academic Performance
[▼]

Scholarly Activity and Writing Ability
[▼]

Relevant Experience
[▼]

Letters of Recommendation
[▼]

Career Goals
[▼]

Overall Fit for the Program
[▼]

Total Rating
[ ]

Are you interested in serving as the advisor for this student
○ Yes
○ No

Recommended Decision
○ Accept
○ Deny

Recommend for Funding
○ No
○ Yes, HAVE Funding to Offer
○ Yes, NO Funding to Offer

Additional Comments
[ ]

Send to Bin

Current Bin
1 Dept Review

Next Bin (required)
[1 Dept Review ▼]

Next Reader (optional)
[ ]

| **Send** | Draft Saved |

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

Click **Send** when you are finished and your decision will made available to your Director of Graduate Programs.