Processing an application with a mandatory interview

Progressing an application

For the purposes of this guide, we will be looking at an application for a mandatory interviewing course. All applications start within the **Pre-screen** task, further information on this can be found in the 020 HOW-TO GUIDE. Once all pre-screening tasks have been completed there are a number of tasks that can begin, based on the status of the applicant and the course.

You can use the radio buttons at the end of the pre-screen task to either **Reject Application**, **Withdraw Application**, Make an offer (**Progress Application**), push to the mandatory interview folder (**Interview Required)** or push to the **Gathered Field**. Select the required radio button and then click **Store** to move the application to the next task.

✪ **If the applicant has declared a criminal conviction then they will firstly progress to the Criminal Convictions task. If this happens then please do not process the application further. We have robust procedures in place to review these applications and these will be dealt with by the Data and Systems team. If you wish to reject an applicant for academic reasons, which is in the Criminal Convictions task, then contact the Data and Systems team.**

If at this point you decide to leave this screen and go **back** to the pre-screen intray then the application will be held there until a decision is made. For the purposes of this guide we will choose the option **Interview Required** then click **Store** to move the application through to the next stage.

The application will then move to the **Academic Decision - Awaiting Interview Feedback** task, as per the diagram on the following page. You can now click the button to go **Back to Main Menu**.
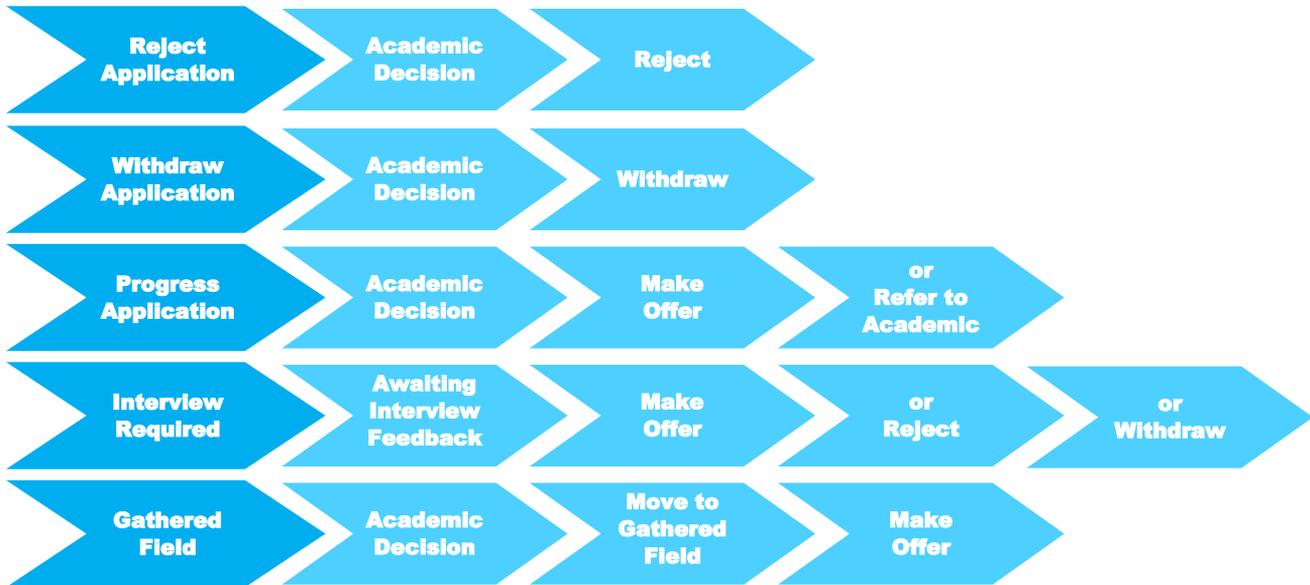
NEXT STAGE OPTIONS	
Select next stage *	○ Reject Application
	○ Withdraw Application
	○ Progress Application
	● Interview Required
	○ Gathered Field

Store

Applications requiring interview are held in the **Academic Decision - Awaiting interview feedback folder** until the interviews are completed and a decision can be made. You team will have specific protocols to follow for completing the interviews and/or requesting documentation prior to these taking place.

The following diagram shows which folder the application is moved to and what possible actions can be taken.

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The workflow process

Reject Application	Academic Decision	Reject	
Withdraw Application	Academic Decision	Withdraw	
Progress Application	Academic Decision	Make Offer	or Refer to Academic
Interview Required	Awaiting Interview Feedback	Make Offer	or Reject / or Withdraw
Gathered Field	Academic Decision	Move to Gathered Field	Make Offer

Access the application from the main menu by clicking on the **Academic Decision** task. You can now find the relevant application in the intray and click the **Pre-offer Selection** action to access the application.

		Performance							Selection			
✉	LDC	Q3W8	English Literature With Creative Writing	100245042	Shoaib	RAJA	Home	14026247.00	Pre-offer Selection	X00000110612	16/Feb/2018	15/Dec/2017

There are a number of options available for the application. To make a decision on the application, you can select **Conditional Offer**, **Unconditional Offer**, **Reject Application** or **Withdraw Application**.

If you wish to refer the application to an academic you can select **Recommendation - refer to academic**.

⊗ **As the application is already within the interview folder you will not need to select interview.**

Application Options

* ○ **Conditional Offer**
  ○ **Interview**
  ○ **Recommendation - refer to academic**
  ○ **Reject Application**
  ○ **Unconditional offer**
  ○ **Withdraw Application**

As you can see details of all the Clearance checks are available to view in the lower part of the screen, to confirm that all information required has been received. If you select to either make an offer or reject the application then the workflow will take you to a vista, or view, based on the ACD screen of SITS, for you to enter the decision. Choose your required decision and then click **Next** at the bottom of the screen.
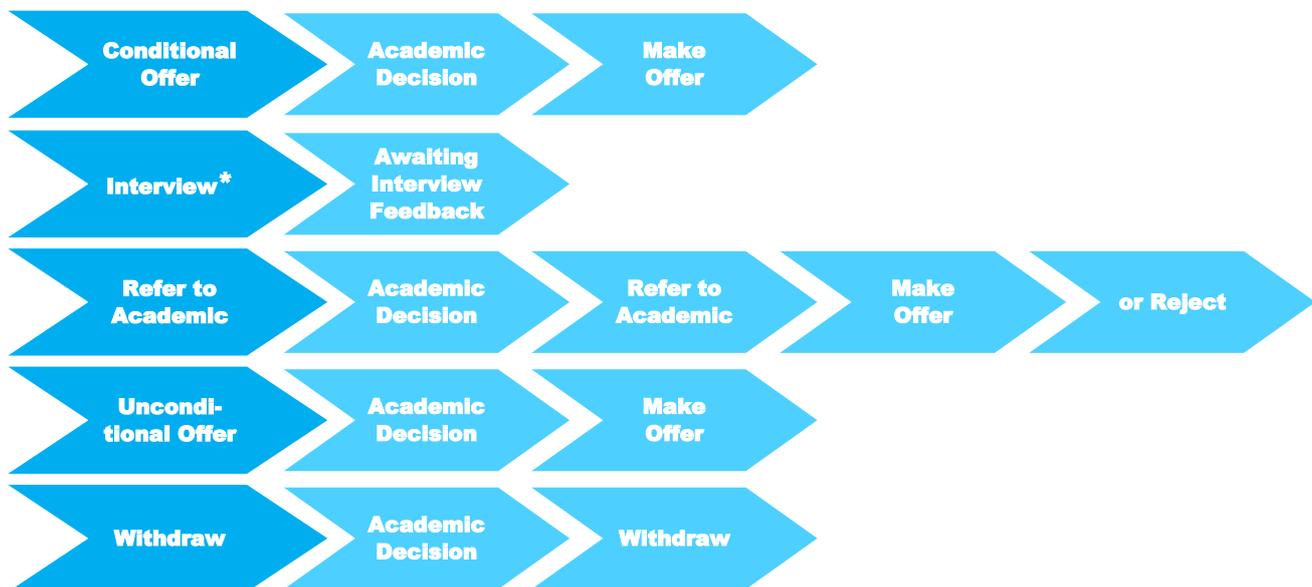
Processing an application with a mandatory interview

The workflow process

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SITS:Vision

The below diagram shows which folder the application is moved into and what possible action can be taken, depending upon what you have selected. If at this point you decide to leave this screen to go back to the intray the application will be held in the relevant folder until a decision is made.

✪ *As the application is already within the interview folder you will not need to use interview.**

Conditional Offer	Academic Decision	Make Offer		
Interview*	Awaiting Interview Feedback			
Refer to Academic	Academic Decision	Refer to Academic	Make Offer	or Reject
Uncondi- tional Offer	Academic Decision	Make Offer		
Withdraw	Academic Decision	Withdraw		

Once the next stage of the process has been completed (if applicable, for example if you refer to academic) the application will await further processing in the **Academic Decision** task.

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Inputting a conditional offer

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For the purposes of this guide we will make a **conditional offer**. In the Academic Decision screen firstly select **CONDITIONAL** from the **Initial Decision** drop down menu. Then select **MAY QUAL VACS** from the **Qualification Status** field. You will also need to input details of the offer in the **Offer 1** box and the required **T&C** code in the **Offer 2** box.

The offer text can be added in two ways, by clicking on the **List** button or by entering the correct code, for example **A-AAB**.

Programme	UNU1Q300302	List
Block	1U	
Status	APPLICANT	
Stage	1	
Initial Decision	CONDITIONAL	
Offer 1	A-AAB	List
Confirmation Decision		
Offer Notes		

Year/Month	2018/19	
	09	
Occurrence	1A	
Fee Status	HOME	
INTO Flag		
Initial Response		
Offer 2	T&C	List
Qualification Status	MAY QUAL VACS	
Internal Notes		

Check Name	Clearance Checked?	Required Date	Date Checked	Note
Send in verification of qualifications	Passed Check	13/Dec/2017		
Health Questionnaire	Not Checked			
Confirm academic references	Passed Check	13/Dec/2017		
Confirm contact details supplied	Passed Check	13/Dec/2017		
Confirm received personal statement	Not Checked	13/Dec/2017		

Please Note, after storing an offer or changes the 'Next' button must be clicked to finish this process correctly

Store   Next

Once the three parts of the offer have been input you can click **Store.** If the store is successful the a confirmation message will show at the top of the next screen. If all is OK then, as per the message shown, click **Next** to complete the process correctly and return to the main screen. The application is now complete and will not show in any folders in Paperless.

✪ **Once the offer has been stored the details are immediately written into SITS on the ACD screen, and will be stored in the batch ready to go off to UCAS. If you need the offer to be reset you can request this via the Data and Systems Team Helpdesk form.**