


eRezLife: Application Reviewer Handout – RA and PM Searches

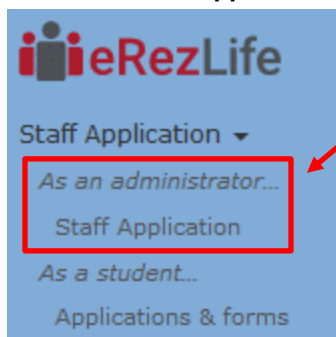
Score Applications: Using the Application Scoresheet


Each applicant moved to the Application Review step will need to have a scoresheet completed by 2 different staff members.

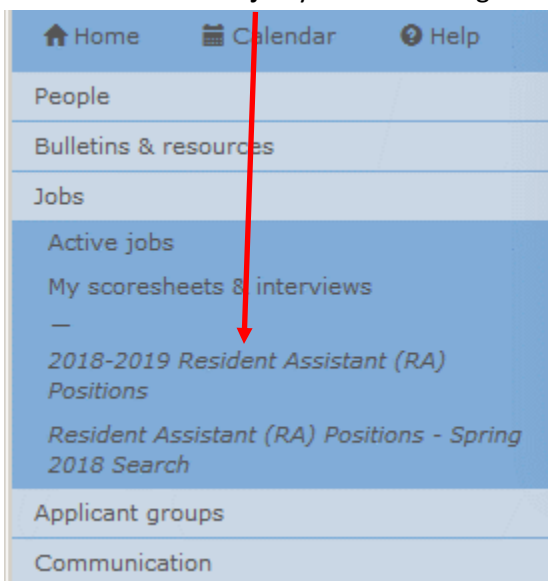
The Search Admin Staff will compile a list of the applicants they want each Application Reviewer staff person to review and ask them to complete one of these scoresheets for each.

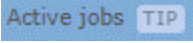
Viewing Applicants

1. Login to eRezLife with your Net ID at <https://umass.erezlife.com>
2. **Make sure you have your Staff role selected** (as opposed to your Applicant role)
 - a. Click the drop-down option under the  logo in the top left corner of your screen
 - b. Select the **Staff Application** role from the 2 options listed



3. Click the **Title of the job** you are working with under  in the left hand navigation menu.



NOTE: If you do not see  in your navigation menu, make sure you are using your **Staff role** as opposed to your **applicant role** in eRezLife.

- Use the **Filter by** options to filter for the applicant group, step, and status you are looking for

Filter by

applicant group: 2018-2019 Resident Assistant (RA) Position - New Applicants

step: Application Review

status: scoresheet incomplete

flagged [interview filters](#) [advanced filters](#)

PERFORM THE FOLLOWING STEPS ONLY FOR APPLICANTS THAT HAVE BEEN ASSIGNED TO YOU!

Completing the Application Review Form

reorder flags export locations export scoresheets export applications download résumés export					
1 applications					
<input type="checkbox"/>	Applicant	Applicant group	Step	Status	Scores/Forms
<input type="checkbox"/>	CampbellTest, ScottTest	2017 Customer Service Associate - New Applicants	Application Review	scoresheet incomplete	= ⚠

- Right Click on [Application Review](#) and open in a new tab

- Answer all questions and make notes as needed on the form.

- Enter a Score at the bottom of the form

- Check mark as complete under the score field

- Click

- Scores will show up on the list of applicants

score: / 12

mark as complete

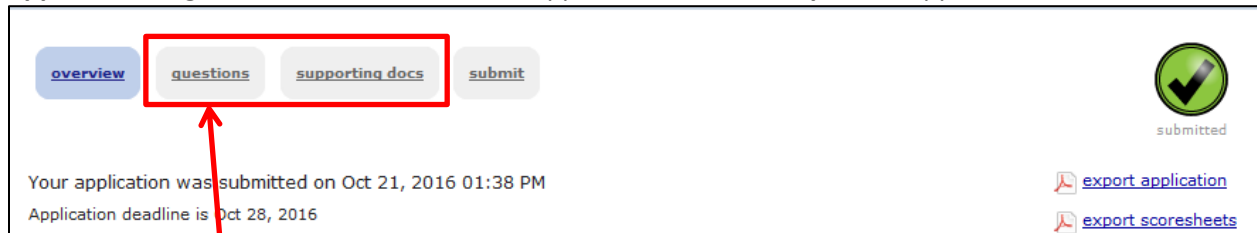
<input type="checkbox"/>	Applicant	Applicant group	Step	Status	Scores/Forms
<input type="checkbox"/>	CampbellTest, ScottTest	2017 Customer Service Associate - New Applicants	Application Review	waiting for adjudication (10 / 12)	83.3% ⚠

Viewing Application Components

Open Each Item in a New Tab so you can view at the same time as the scoring form.

Applicant	Applicant group	Step	Status	Scores/Forms
CampbellTest, ScottTest	2017 Customer Service Associate - New Applicants	Application Review	waiting for adjudication (10 / 12)	83.3%

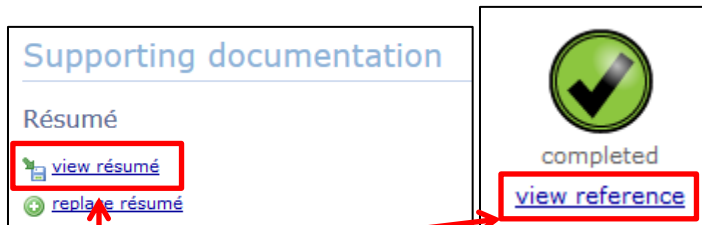
1. **Application:** Right click the  next to the applicant's name and **open** the application in a New Tab



- a. Click [questions](#) to review **application questions**

NOTE: Search Admins have the rights to add/edit applicant application questions in case you need to speak with an applicant on the phone to update their information.

- b. Click [supporting docs](#) to view the **Resume** and **References** for completion



- c. **Right Click** the option to view each and **open in a new tab**