

GRADUATE EDUCATION ADMISSIONS INTERVIEWS: FACULTY HOW-TO GUIDE

Questions? Please contact
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PennState
College of Medicine

Process Overview

- This training document provide step-by-step instructions for all stages of the interview process. If you have questions or need additional information, demonstration, etc., please contact me as soon as possible.
- **RETURNING INTERVIEWERS:** See page 5 for details on the system upgrades this year.



STEP 1: View your interview schedule

- All interview schedules will be entered into INTERVIEW.
- When the interview schedule is complete for a specific date, you will receive an email alerting you that your interview schedule is available and relevant details.
- You'll log in using your Penn State access account and duo.
- I would strongly recommend that you bookmark the Interview system URL listed below for easy access.

INTERVIEW SYSTEM URL:

<https://secure.gradsch.psu.edu/app/interview/>



Graduate Interview Scheduling System Documentation GRADS Log Out

Your Interview Dates

Student Host

Interview Name	Date Begin	Date End
January 11-13	1/11/2018 3:00 PM	1/13/2018 9:00 AM

1 to 1 of 1 rows

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Graduate Interview Scheduling System Documentation GRADS Log Out

January 11-13 (1/11/2018 3:00 PM - 1/13/2018 9:00 AM) - BMS / HY

Student Host - KRISTIN SMITH

Schedule Bio & Contact Notifications Unavailability

Assign Default Schedule

Agenda View List View

Jan 11 – 13, 2018

Print Refresh Create Meeting

	Thu 1/11	Fri 1/12	Sat 1/13
8am			
8:30am			
9am		9:00 - 9:45 Interview Location: C1747J Attendees: Rachel Reager, Kristin Smith	
9:30am			
10am			
10:30am			

- After logging in, interview dates to which you have been assigned will be listed.
- Faculty interviews are scheduled on a rolling basis, approx. 2 weeks prior to the interview. You will receive a confirmation email each time an interview visit date schedule has been finalized.
- To see your schedule, click the blue box to the left of the interview date.
- Interviews will show on your calendar similar to the example shown. The applicant's name will be listed, as well as the interview time and location (which is typically your office).



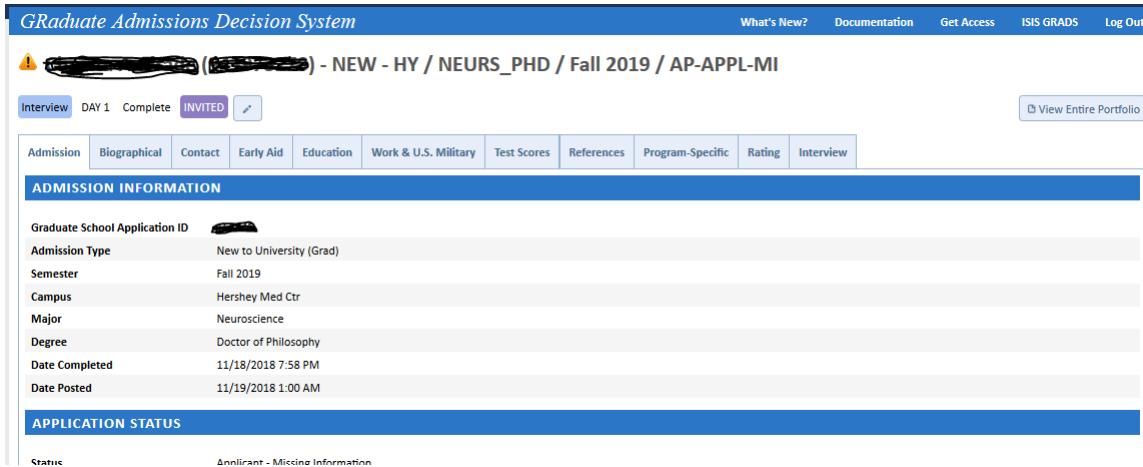
STEP 2: View applicant details

- Applicant details are available on the “My Applicants & Evaluations” tab.
- To access the application, click the blue box under “GRADS”. This will take you directly to the application in our GRADS application system.
- To access the applicant’s schedule, click the blue box under “Schedule”.

GRADS	Schedule	Applicant	Evaluation	Evaluation Submitted?	Meeting Date/Time	Academic Plan
🔗	🔗	[REDACTED]	Unavailable	-	Fri, Jan 18, 2019 10:15 AM	BMS_PHD
🔗	🔗	[REDACTED]	Unavailable	-	Fri, Jan 18, 2019 11:00 AM	BMS_PHD



STEP 3: View Application Materials



The screenshot shows the 'GRaduate Admissions Decision System' interface. At the top, there are navigation links: 'What's New?', 'Documentation', 'Get Access', 'ISIS GRADS', and 'Log Out'. Below this, the user's profile is shown as '(b) (6) - NEW - HY / NEURS_PHD / Fall 2019 / AP-APPL-MI'. There are buttons for 'Interview', 'DAY 1', 'Complete', and 'INVITED'. A 'View Entire Portfolio' button is located in the top right. A horizontal menu contains tabs for 'Admission', 'Biographical', 'Contact', 'Early Aid', 'Education', 'Work & U.S. Military', 'Test Scores', 'References', 'Program-Specific', 'Rating', and 'Interview'. The 'Admission Information' section is expanded, showing a table of application details:

ADMISSION INFORMATION	
Graduate School Application ID	(b) (6)
Admission Type	New to University (Grad)
Semester	Fall 2019
Campus	Hershey Med Ctr
Major	Neuroscience
Degree	Doctor of Philosophy
Date Completed	11/18/2018 7:58 PM
Date Posted	11/19/2018 1:00 AM

Below this is the 'APPLICATION STATUS' section, which shows 'Status: Applicant - Missing Information'.

REMINDER: Applications should not be kept outside of the system. If you print an application, make sure to shred it immediately after use. The University strongly discourages the printing of applications.

- Once in an application, there are two ways to view the application materials.
- “View Entire Portfolio” is the format you’ve seen in the past. Click the “view entire portfolio” button near the top right. All application materials will collate into a pdf document which you’ll be able to download and open.
- Alternatively, you may tab through the application. In this case, individual documents will need to be opened one at a time.



Interview the Applicants



STEP 4: Completing the interview evaluations

- Log in to INTERVIEW, open the interview date and your “My Applicants and Evaluations” tab.
- Select the applicant you wish to evaluate.
- Submit the evaluation, including comments. (note, the evaluation form will not appear until after the interview time slot begins).
- You will receive daily reminder emails from the system for any evaluation not completed.

