CSU STANISLAUS SCHOLARSHIPS

REVIEWER'S GUIDE

2024-2025

Scholarship Committee Reviewer Instructions

The Stan State Scholarship system allows scholarship committee members to have flexibility to review eligible applicants for specific scholarship(s). This system allows each individual member to review applications independently. These instructions will guide you through the review process from start to finish. If you have any questions or experience technical difficulties during your review process, please contact the Financial Aid & Scholarship office at (209) 667-3336 or send an email to scholarships@csustan.edu.

STEP 1: Getting Started- An invitation to the System

You will receive an invitation via e-mail on the day your review period begins. The email will contain a confirmation link that will take you to the reviewer portal. Use your email address and create a unique password to log in. **Be sure to click on the 'Reference and Reviewers' tab before signing in!**
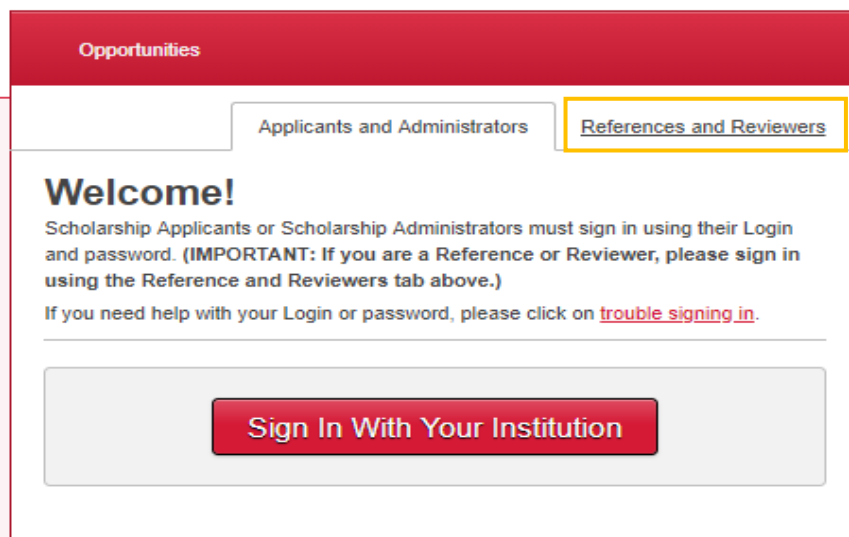
STEP 2: Reviewing Scholarship Applications

Once you are logged in, the Reviewer Portal will show you a list of assigned scholarship opportunities for you to review. Click on the opportunity name or Assigned Reviews to view the applications.

The system will take you to a list of applications ready for review. Click **Begin** to get started.

If you would like to see the detailed information about the scholarship opportunity, you may click on **Opportunity Details.**

Click on **Hide Details** to toggle the window on and off. On this screen, you are able to view the scholarship description, review deadline, number of awards, and award amount.

STEP 3: Viewing Applicant Information

There are two different view options available for the review process. The Side-by-Side view and a basic application view.

Side-by-Side view

By clicking the Side-by-Side button, you will be able to launch a full-screen view of the *Review* and *Application* information. This view option displays the rubric as well as the application information on one screen allowing the reviewer to scroll through the entire application as they enter their review scores.

A.

General Application

Applicant Provided Information

1. Warrior ID Number

2. CSUSTAN Email

3. First Name

4. Middle Name

5. Last Name

6. Phone Number

7. Street Address
1260 Brook View Ct

8. City
Hollister

9. State
CA

10. Zip
95023

11. County
San Benito County

12. Are you a California resident?
Yes

13. What will your educational level be when you begin the 2018/2019 school year?
Undergraduate

14. What will your student status be when you begin the 2018-2019 school year?
Undergraduate - Continuing Student

15. What will your college grade level/graduate program be when you begin the 2018-2019 school year?

Thank you for volunteering your time to help us select award recipients. Please remember to review and submit the applications by the review deadline. Please note the review criteria points are between 1 – 10, with 1 being the lowest and 10 being the highest.

If you have any questions or need assistance, you can send an email to scholarships@csustan.edu.

C. Bookmark
☐ Mark this applicant in your list of evaluations so you can easily find them again.

D.
★ GPA

★ Educational and Career Goals

★ Community Service

★ Honorable Awards

★ Letters of Recommendation

★ Additional Supporting Documentation (Certificates, Award, other docs...)

E. Reviewer Notes

B *I* ☰ ☰   Help   Preview   Edit

Example Formatting: *bold* _italics_   Full Screen ⛶

F. Exit Side-by-Side

G. Save Submit

A. Click on a link in this section to return to any previous section.

B. Click on the arrows to move between applications.

C. Use the **Bookmark** feature to mark an application and easily find it on the list of assigned reviews.

D. Enter review scores per category by clicking the down arrow and choosing the score.

E. All reviews will have a **Reviewer Notes** section for you to enter personal notes on the applicant. Note that your comments can be seen by an administrator.

F. Click on **Exit Side-by-Side** to switch to the Basic View.

G. Click on **Save** to return to the review at a later time or **Submit** to complete your review. You will have the opportunity to modify your scores up until the Review Period Deadline.

Basic View

The basic view allows the reviewer to focus on either the **Review** screen or the **Application** screen. Click on the respective tab to bring up the information desired.

A. Click on the **Review** tab to enter your scores and comments.

B. Click on the **Application** tab to review the application.

C. Click on the **Side-by-Side** tab to return to the Side-by-Side view.

D. Click on **Save** to return to the review at a later time or **Submit** to complete your review. The reviewer will have the opportunity to modify scores up until the Review Period Deadline.

Review Status

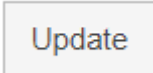Once you return to the application list, there may be four buttons beside any application:

Begin button- Start working on reviewing a new application (not yet saved or submitted)

Begin

Finish button- Return to a saved review and continue working

Finish

Update button- Update a submitted review (must be done before the review deadline)

Update

View button- view only access to submitted reviews (after Review Period Deadline)

View

Breakdown of Reviewer Scores

Each committee member provides scores on applications using the rubric shown above and the scores are then translated into reviewer scores using a standard calculation.

1. Each reviewer enters raw scores within the ranges provided on each rubric.

   ex:

   GPA = 9 (out of 10)

   Educational and Career Goals = 7 (out of 10)

   Community Service = 5 (out of 10)

   Honorable Awards = 6 (out of 10)

   Letters of Recommendation = 8 (out of 10)

   Additional Supporting Documentation = 5 (out of 10)

2. If the rubric has a weight other than 1 defined, the raw score is multiplied by the value of the weight.

   ex:

   GPA and Educational and Career Goals each have a weight of 3. This means the weighted score for these two categories is now 60/100.

3. The weighted scores for each rubric are added together
    ex:
    The overall weighted reviewer score from this reviewer is now 72 (27+21+5+6+8+5) out of 100 (30+30+10+10+10+10)

4. Lastly, if three reviewers provided final scores of 72, 68, and 85, these would be averaged *((72+68+85)/3)* and the application's "Reviewer Score" seen on the applications grid would be 75.

    The Financial Aid and Scholarship Office uses the final weighted committee scores to award scholarships beginning with the highest scored applicant to the lowest scored applicant depending on the total number of awards available.

    Should an applicant become ineligible for a scholarship for any reason then the next eligible scored applicant below them will be offered the scholarship award as an alternate candidate.

Additional Support Options:

Video Resources- The Reviewer Experience

https://vimeo.com/229756556/d73a8f230a

Thank you for assisting Stanislaus State in our efforts to award scholarships to our students! Please feel free to contact the Financial Aid and Scholarship Office should you have any questions or require further assistance during the review process.

Financial Aid and Scholarship Office

(209) 667-3336

scholarships@csustan.edu