

## PMB and GGM Application Review Process on the Jazzee Review System

### Getting Started:

1. Start up a recommended browser and make sure to have Acrobat on your computer.
  - a. PC Users: use the latest version of Firefox or Google Chrome
  - b. Mac Users: use the latest version of Safari or Google Chrome
2. Access the Jazzee Review system by going to:  
<https://gradlink.berkeley.edu/JazzeeReview/> . You will need to CalNet Authenticate.
3. From the home page select:
  - a. **Program and/or Cycle:** Select the current application cycle, Fall 2014. Also, select the program you would like to review. All PMB faculty have access to Plant Biology Ph.D. and Microbiology Ph.D. programs. GGM faculty will have access to Microbiology Ph.D.
  - b. **Group:** Select a group to review and score. Two review groups have been set up for both Plant Biology and Microbiology programs. The first group named “All Plant or Micro Applicants” holds all applicants to review, score, and comment during the first round evaluation by the admissions committee. The second group named “Plant or Micro Interview Group” is the shortlist of applicants invited for interviews. Feedback by faculty interviewers is entered into this second group during the Interview Weekend.

Group	Review by
All Plant or Micro Applicants	Initial review by committee
Plant or Micro Interview Group	Review by all faculty interviewers

**Please make sure you are in the correct, cycle, program, and group when reviewing, scoring, and commenting on applicants.**

### Reviewing, Scoring, and Commenting on Applicants:

1. Once you have selected the cycle, program, and group to review and score, select *Evaluate & Score Applicants*.
2. To view detailed application information, select the applicant’s name.
  - a. You can navigate between displayed tabs to view detailed application information.
  - b. You have the option of viewing all the uploaded material by selecting the *Merged PDF* icon located below the applicant’s name.

3. After reviewing the application materials and information, go to the *Score & Comment tab* and respond to the scoring instructions. Hover over the criteria field to display scoring instructions. In addition, please enter any comments about the applicant that you will want the entire committee to view and consider.
4. Once you have reviewed, scored, and commented on an applicant, a green check mark will appear on the main applicant's display list for a given group. The Green check mark indicates a record has been reviewed and scored.

Other Features:

1. From the main applicant display list under *Evaluate and Score Applicants* you will be able to:
  - a. Select the applicant name to view entire application information
  - b. Sort applicants by column header
  - c. Score applicants
  - d. Select merged PDF records
  - e. Select application fields to export to excel
2. From the home page and under *View Applicant Scores and Comments* you will be able to:
  - a. View all scores and comments for each applicant
  - b. Export scores and comments for each applicant to excel