

PMB & GGM Interview Group Review 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 the “Plant or Micro Interview Group” based on who you are submitting feedback for. You may want to refer to your personalized interview schedule. The “Plant or Micro Interview Group” is the shortlist of applicants invited for interviews. Feedback by faculty interviewers is entered into this group during the Interview Weekend.

Please make sure you are in the correct, cycle, program, and group when 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. Search for the student name on the displayed applicant list and select the applicant’s name to view detailed application information. From here you will be able to:
 - a. Navigate between displayed tabs to view detailed application information.
 - b. View all the uploaded PDF material by selecting the *Merged PDF* icon located below the applicant’s name.
3. To provide feedback based on your interview with the applicant, go to the *Score & Comments tab* and respond to the scoring instructions. Hover over the criteria field to display scoring instructions. You can also access the *Score & Comments* section from the main applicant display list by selecting the *Score* icon. In addition, please enter any comments about the applicant that you will want the entire committee to view and consider.