Welcome, Admissions Ambassadors!

Thank you for your time, effort, and service to Dartmouth as an Admissions Ambassador. The following manual provides an outline of how to navigate the Alumni Portal in Slate. See below for a Table of Contents. For returning interviewers, you may notice a few new features and enhancements to the Alumni Portal, all of which were developed in response to your feedback.

Should you have any questions regarding the Alumni Portal or the interviewing and reporting process, please do not hesitate to be in touch with a member of the Admissions Ambassador Program (AAP). Thank you again for your hard work on behalf of Dartmouth. We look forward to supporting you throughout the upcoming admissions cycle!

Sincere regards,

The AAP Team

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**Slate Alumni Portal: Interviewer Manual**

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General Tips and Tricks

Internet Browser
- The Alumni Portal in Slate works best (and fastest!) with Google Chrome or Firefox.

Sorting Columns
- You may find sorting helpful when viewing your interview assignments.
- You can click once on a column header to sort A-Z and you can click twice to sort Z-A.

TIP! You can sort several columns at once by holding down the “Shift” key as you click the column headers.

Zooming In/Out to View the Full Screen:
- Most computer screens do not show all of the columns in the Portal. To view the whole screen, use the scrolling arrows (especially the ones on the bottom of the screen). The other option is to change the zooming setting of your internet browser.

Emailing:
- The Alumni Portal in Slate allows you to email individual applicants directly. You can do this by clicking on the email icon next to their name. A blank email will appear on your screen.
- If your computer, tablet, or device is not connected to an email account, you can simply right click the email icon next to the applicants’ name and click “copy email address.” Then, simply paste the email address into a new email.
My Interview Assignments

- When your District Enrollment Director (DED) assigns you an interview, your assignment(s) will populate here.
- You can choose to confirm or decline the interview here in the Portal or via the email that you will receive.
- To confirm or decline an assignment from the Portal, click on the applicant’s name. A pop-up box will appear, where you can choose to “Confirm” or “Decline” the assignment.

  ➞ Note: By confirming the assignment, you are agreeing to contact the applicant in order to schedule the interview. Please do not wait to confirm until you have already set up the interview!

Scheduling and Conducting the Interview

- Suggested email templates for contacting applicants are available on the “My Resources” page.
- See the 5-Step Guide to Interviewing available here.

Submitting the Interview Report

**Important Note**: if the interview did not take place, you still need to click “submit report,” where you will be prompted to explain why the interview did not take place (see instructions below):

- When you are ready to submit the interview report, click the applicant’s name. A pop-up box will appear with a purple “submit report” button. Click that button, then:
  - If the interview took place, click “yes.” You will then be able to either type or copy and paste (i.e. from a Microsoft Word document) your interview write-up into the system.
  - If the interview did not take place, click “no.” Enter the reason why it did not take place, and then click “submit.”

  ➞ Caution! While typing your report, if you quickly backspace multiple times, some internet browsers may automatically bring you to the previous page and you may lose your work. We encourage you to type your report in a separate document and copy/paste it into the Portal in order to avoid this issue.

- Once the report is submitted, the applicant’s status will change to “Submitted.” You can click the interview report icon next to the applicant’s status in order to view your report.

  ➞ Note: If you need to make changes to an interview report after it is submitted, please contact the AAP team (aap@dartmouth.edu)

Status Legend

**Awaiting Confirmation 2016-XX-XX**: you have been assigned an interview; please “confirm” or “decline”

**Confirmed 2016-XX-XX**: you have already confirmed the assignment, with the date of confirmation

  - Note: if you confirmed your assignment but change your mind and need to decline it, please contact your DED as soon as possible (your DED’s contact information is in the email notification)

**Submitted 2016-XX-XX**: you have successfully submitted the interview report, which you can view by clicking on the “Interview Report” icon, which is next to the applicant’s “Submitted” status.
Deadlines for Submitting Interview Reports

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Decision (ED)</td>
<td>November 27, 2016</td>
</tr>
<tr>
<td>Regular Decision (RD)</td>
<td>February 26, 2017</td>
</tr>
</tbody>
</table>
My Profile

This is where you can edit/update your contact information and interviewing preferences.

If this is your first time logging into the Alumni Portal this year, please make sure you visit the "My Profile" tab to review your contact information and click "submit." This will ensure you are activated as an interviewer this year.

- You will not be assigned any interviews until you have updated/confirmed your contact information with the AAP.

Please double-check the email address that you list in your profile, as this is the primary means of contact between you and your District Enrollment Director (DED).