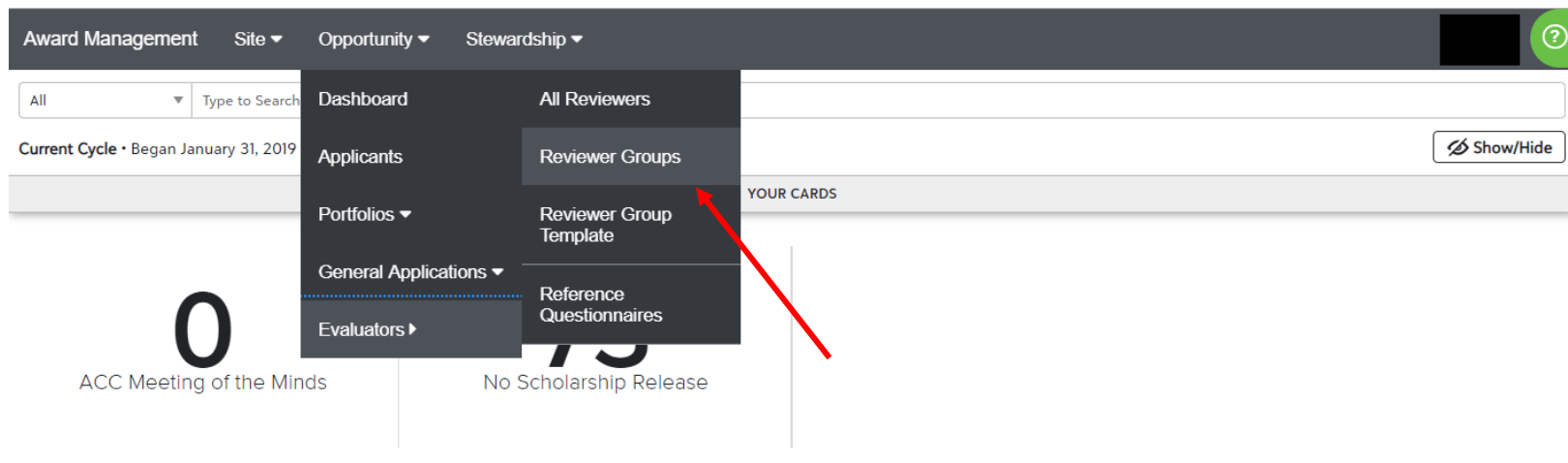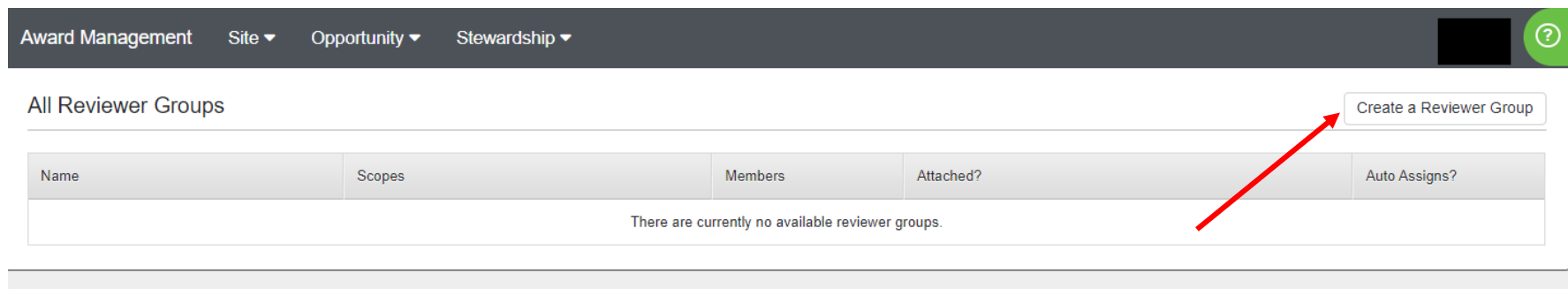# Create Reviewer Group Quick Guide

This quick guide provides instructions for creating a reviewer group that consists of individual reviewers. A reviewer group can be used for one or more opportunities and can be configured to distribute reviews automatically or require manual assignment. This functionality is an administrative function and you must be an Opportunity Administrator in order to access the following.

Create Reviewer Group

1. Reviewer Group administration is configured at a system level. Select Evaluators>Reviewer Groups.

2. Select the option to Create a Reviewer Group:

3. Add reviewer group details:

- **Name** (required) – a descriptive name that represents the reviewer group. It can be generic if the group will be used for multiple opportunity reviews or specific if used for one opportunity only.
- **Group Information** (optional) – any description of the group.
- **Scopes** – select appropriate scopes based on the opportunity or opportunities that will utilize the reviewer group. Depending on your role, there may only be one scope available.
- **Assign Reviews** – this field determines if reviews will be assigned to group members automatically or manually. If assigned automatically, there are several options.

For automatic assignment, you can choose to have an application reviewed by a single reviewer or up to five reviewers. Or, you can choose to have all applications assigned to each reviewer.

- **Only Review Qualified Applications** – qualified applications are those that have at least one qualification point (meet at least one qualification criteria). Usually, this will be selected, as you only want reviewers to see qualified applications.
  - o **Note**: For applications that require letters of reference, an applicant is not considered qualified until the reference is submitted.

4. Once you have entered all reviewer group details, select the option to Create Group:

5. Once the reviewer group has been created, you can then add reviewers to the group. Select the Reviewers tab:

6. All system reviewers will be displayed. You may either add an existing system reviewer by selecting "Member" from the dropdown box or you can select the option to 'Add Reviewers' and enter an email address.

Selecting 'Add Reviewers' will display a dialogue box where you can enter/search an email address. You may add multiple reviewers by entering multiple email addresses. Note that adding new reviewers to a group **does not** trigger any communications. A communication is sent only went one or more applications are assigned to a reviewer.

7. **Qualifications** can be added to a Review Group. These are additional criteria that determine which applications are eligible to be assigned to reviewers. If you want to assigned all qualified applications to your reviewer group, you do not need to add qualifications.

8. **Questions** can be added to a Review Group. These would be questions you want each reviewer to complete for each assigned application. Reviewer questions are created in the same way as application questions and can be required or optional.

9. Custom **Rubrics** can be added to a Review Group allowing reviewers to score on a standard scale and criteria or a customized scale and criteria specific to your opportunity.

    The standard scale is a 1-5 scoring model based on four rubrics: Academic Performance, Extracurricular Activities, Leadership Skills and Supplemental Materials.

Name	Min Score	Max Score	Offset	Weight
Academic Performance	0.0	5.0	1.0	1.0
Extracurricular Activities	0.0	5.0	1.0	1.0
Leadership Skills	0.0	5.0	1.0	1.0
Supplemental Materials	0.0	5.0	1.0	1.0

In order to customize, you must first detach the rubric from the reviewer group standard template on the details page:

Once detached, you can return to the Rubrics tab and create your customized rubrics:

Enabled Rubrics

Order	Name	Min Score	Max Score	Offset	Weight	Actions
☰	Academic Record	0.0	5.0	1.0	1.0	Edit
☰	Intellectual Passion & Drive	0.0	5.0	1.0	1.0	Edit
☰	Evidence of Curiosity	0.0	5.0	1.0	1.0	Edit
☰	Community Engagement	0.0	5.0	1.0	1.0	Edit
☰	Ability to explore and offer diverse perspectives	0.0	5.0	1.0	1.0	Edit
☰	Commitment to a liberal arts education	0.0	5.0	1.0	1.0	Edit

Update Order