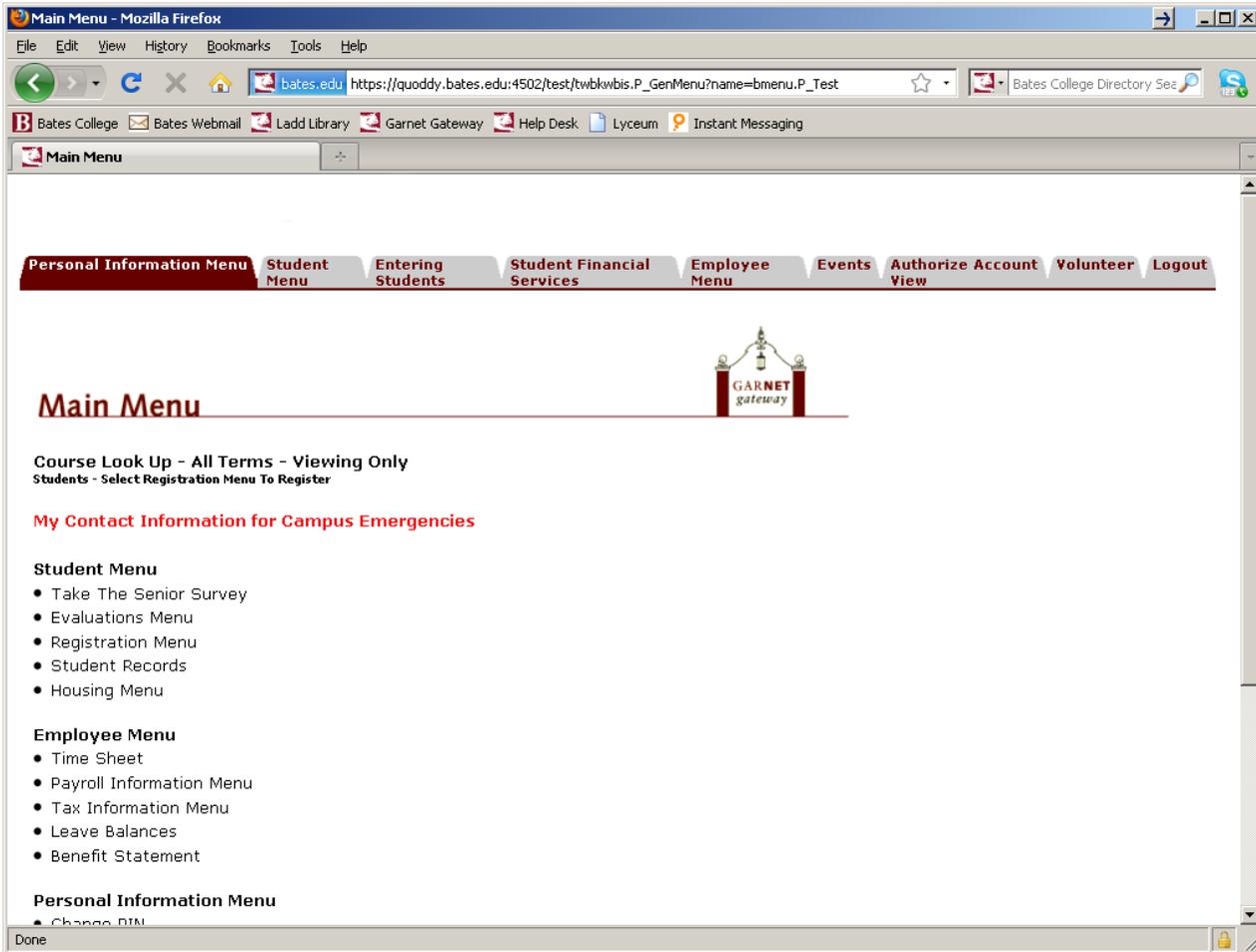
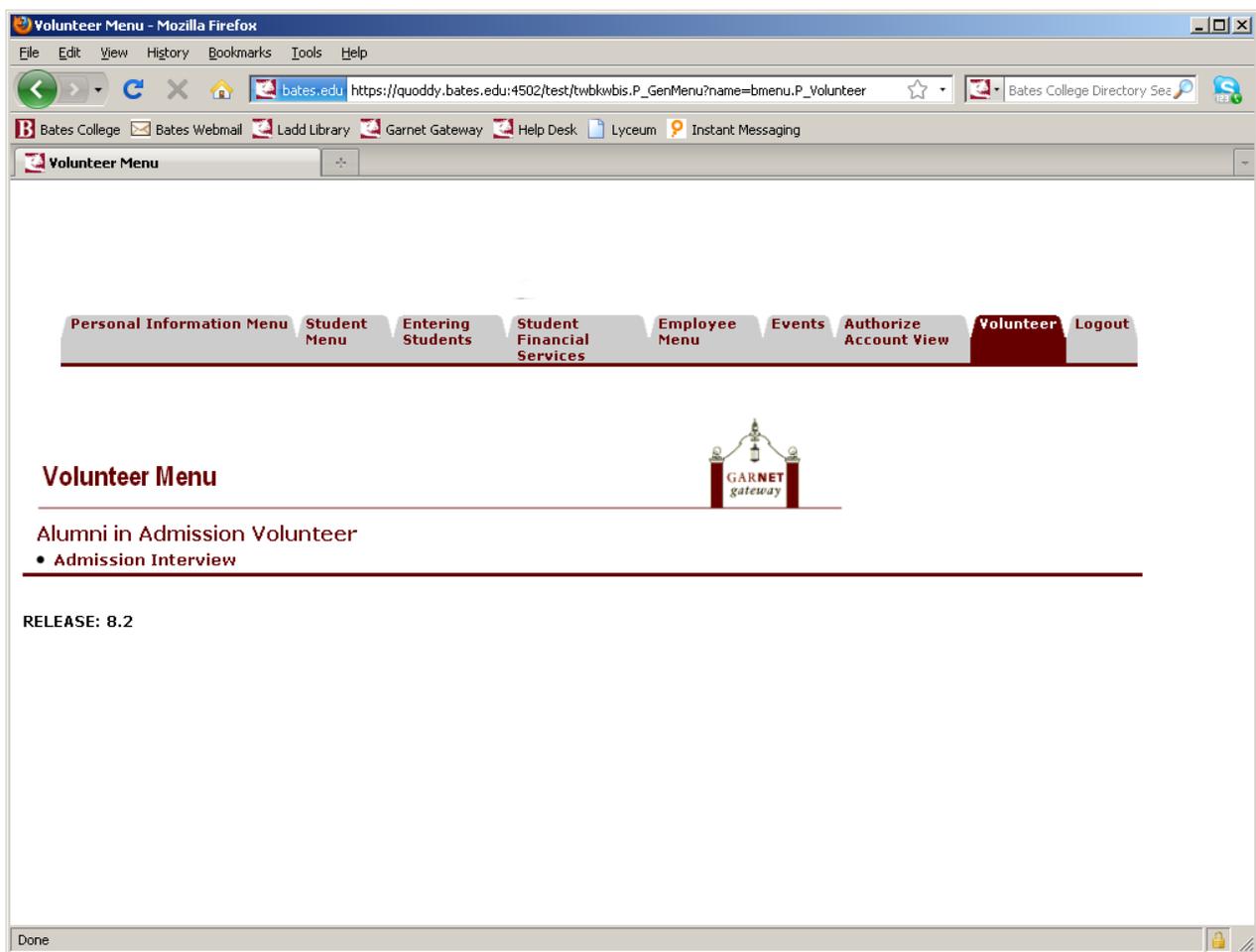


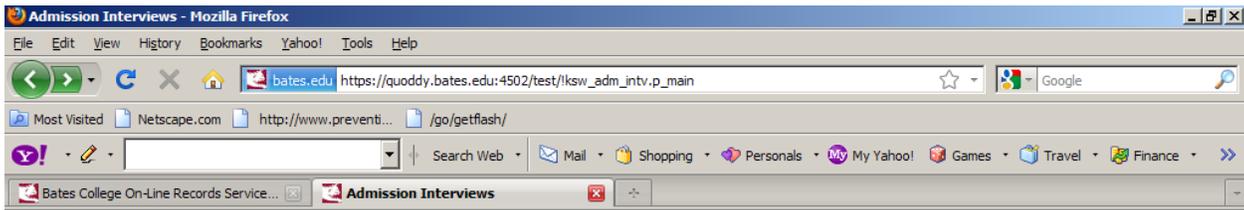
Garnet Gateway User interface for Interviews

1. Login to the Garnet Gateway with your credentials (<http://www.bates.edu/garnet-gateway/>).
2. On the Main menu screen click on the Volunteer Tab at the top on the right hand side.





1. This will take you to the Volunteer Menu page.
2. Click on Alumni in Admission Volunteer. This will bring you to the Admission Interview page.



[Personal Information Menu](#) [Student Menu](#) [Employee Menu](#) [Events](#) [Logout](#)

Admission Interviews



Pending Reports:			
NAME:	STATUS:	DATE/TIME:	CODE:
 Mr. Samuel Daniel Kanniard	Notes required	04/05/2011 12am	

Find Reports:

Last Name: Term: School: Date: State: Staff:

Today: April 05, 2011
12:01 am

Kanniard, Samuel Daniel
Nickname: Samuel
Gender: M
HS: Lemon Bay High School
From: Cincinnati, FL

RELEASE: 8.4.1



1. Click on the student 's name under "Pending Reports" to bring you to the page where you can enter your rating and interview report.
(Screen shot example below)

Admission Interviews

Home

Mr. Samuel Daniel Kanniard:

Interactions:

APD: Phone call req alum interview	03/01/11
AEW: Elec mail via World Wide Web	01/10/11

Interview:

Status: Scheduled
 Scheduled 04/05/11
 Date:
 Time: 12:01 am
 With: Dawna Hopkins
 Rating:
 Location:
 Actual Date:

Application:

Entering: Fall Semester 2011
 Applying: Has Not Applied
 Type: First Year
 Decision:

Info

Nickname: Samuel
 ID: 000512184
 DOB: 12/25/91
 Gender: M
 Ethnicity: White/Non-Hispanic
 Legacy:

Contact:

Home: (215)888-6257
 Cell: No CELL phone number
 Email: sdyesican@gmail.com
 Address: 27 Michaud Avenue
 Cincinnati, FL 33251
 Country: USA

Education:

High School: Lemon Bay High School
 HS District: FL04
 College:

Conversation notes:

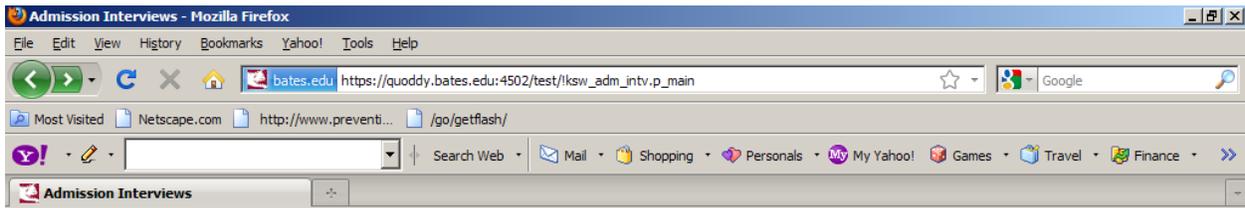
Done

Start | Search Desktop | 2 Thunderbird | 2 Internet E... | 2 Java(TM) ... | Admission I... | 11:41 AM

2. Enter Rating, Location and actual date of interview.
3. Enter Interview Report in "Conversation Notes". (There may be a limited number of characters.)
4. Submit

****Please note:**

- Both Ratings and comments are required to submit.
- The time portion of the form is a default time, please disregard.
- If you start typing comments and get interrupted for a period of time, your session will time out, boot you out of the interview report and your comments will not be saved, so be sure to finish a write up in one sitting. Alternately, you might want to write your evaluation in a Word document, and then cut and paste into this form.



[Personal Information Menu](#) [Student Menu](#) [Employee Menu](#) [Events](#) [Logout](#)

Admission Interviews



Pending Reports:

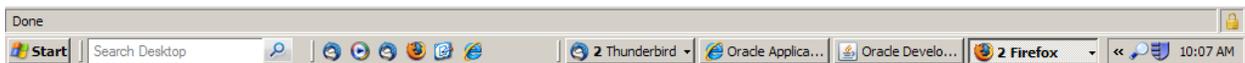
NAME:	STATUS:	DATE/TIME:	CODE:
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Today: March 14, 2011

Find Reports:

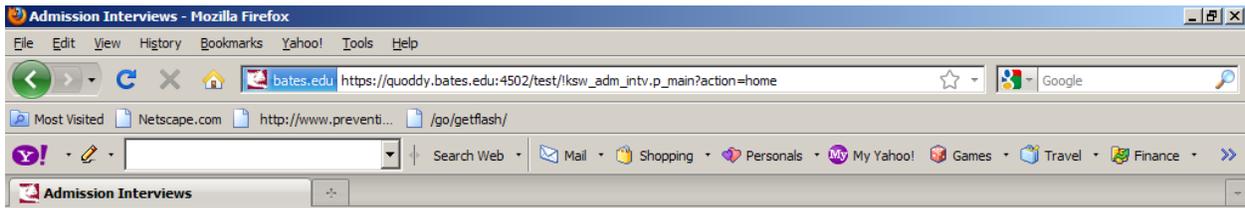
Last Name:	Term:	School:	Date:	State:	Staff:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="select..."/>	<input type="text" value="select..."/>
<input type="button" value="Search"/>		<input type="button" value="Reset"/>			

RELEASE: 8.4.1



****Please Note:**

Once your report has been submitted it will no longer appear in your "Pending Reports" section. You will need to search by the student's last name to view the report you submitted. If you do not remember the student's name, you can do an open search by clicking on the "Search" button and all interviews you have submitted will appear. (This search may be case sensitive.) (See screen shot above.)



[Personal Information Menu](#)
[Student Menu](#)
[Employee Menu](#)
[Events](#)
[Logout](#)

Admission Interviews



Pending Reports:

NAME:	STATUS:	DATE/TIME:	CODE:
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Find Reports:

Last Name: Term: School: Date: State: Staff:

Search

Reset

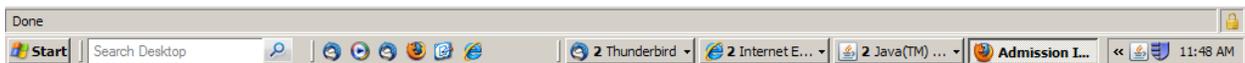
NAME:	TERM:	SCHOOL:	DATE:	STATE:	STAFF:
<input checked="" type="checkbox"/> Kanniard, Samuel Daniel	201109	Lemon Bay High School	04/05/2011	FL	AIA

Today: April 05, 2011

12:01 am

Kanniard, Samuel Daniel
 Nickname: Samuel
 Gender: M
 HS: Lemon Bay High School
 From: Cincinnati, FL

RELEASE: 8.4.1



1. After you have completed your search, the students you have interviewed will show under the "Find Reports" section.
2. Click on Student name and it will bring you to the screen where you can review the interview report and see the final decision. (Screen shot example below.)

Mr. Samuel Daniel Kanniard:

Interactions:

DIA: Interview Alumni in Admission	04/05/11
APD: Phone call req alum interview	03/01/11
AEW: Elec mail via World Wide Web	01/10/11

Interview:

Status: Completed
 Scheduled 04/05/11
 Date:
 Time: 12:01 am
 With: Dawna Hopkins
 Rating: Very Good

Application:

Entering: Fall Semester 2011
 Applying: Has Not Applied
 Type: First Year
 Decision:

Info

Nickname: Samuel
 ID: 000512184
 DOB: 12/25/91
 Gender: M
 Ethnicity: White/Non-Hispanic
 Legacy:

Contact:

Home: (215)888-6257
 Cell: No CELL phone number
 Email: sdyesican@gmail.com
 Address: 27 Michaud Avenue
 Cincinnati, FL 33251
 Country: USA

Education:

High School: Lemon Bay High School
 HS District: FL04
 College:

Interests:

1: Baseball
 2: Football

Conversation notes:

Date: 03/16/2011 Location: Starbucks
 Report has been submitted.

1. This is the page where you will be able to review the submitted report and also see the final decision of the applicant. The decision will be in the application box next to Decision.
2. The decisions will be available after April 1st
3. The interviews and decisions will be purged June 1st