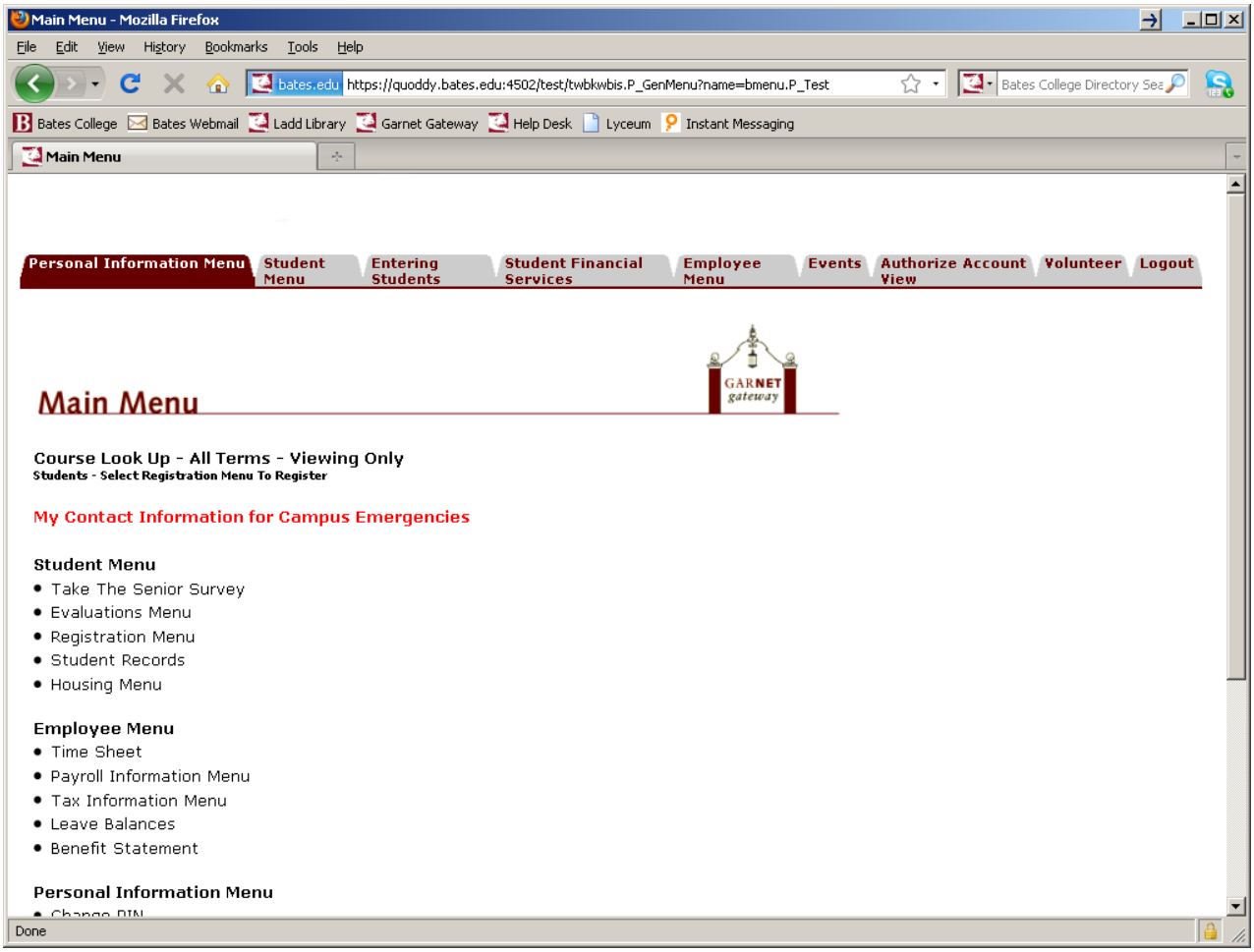
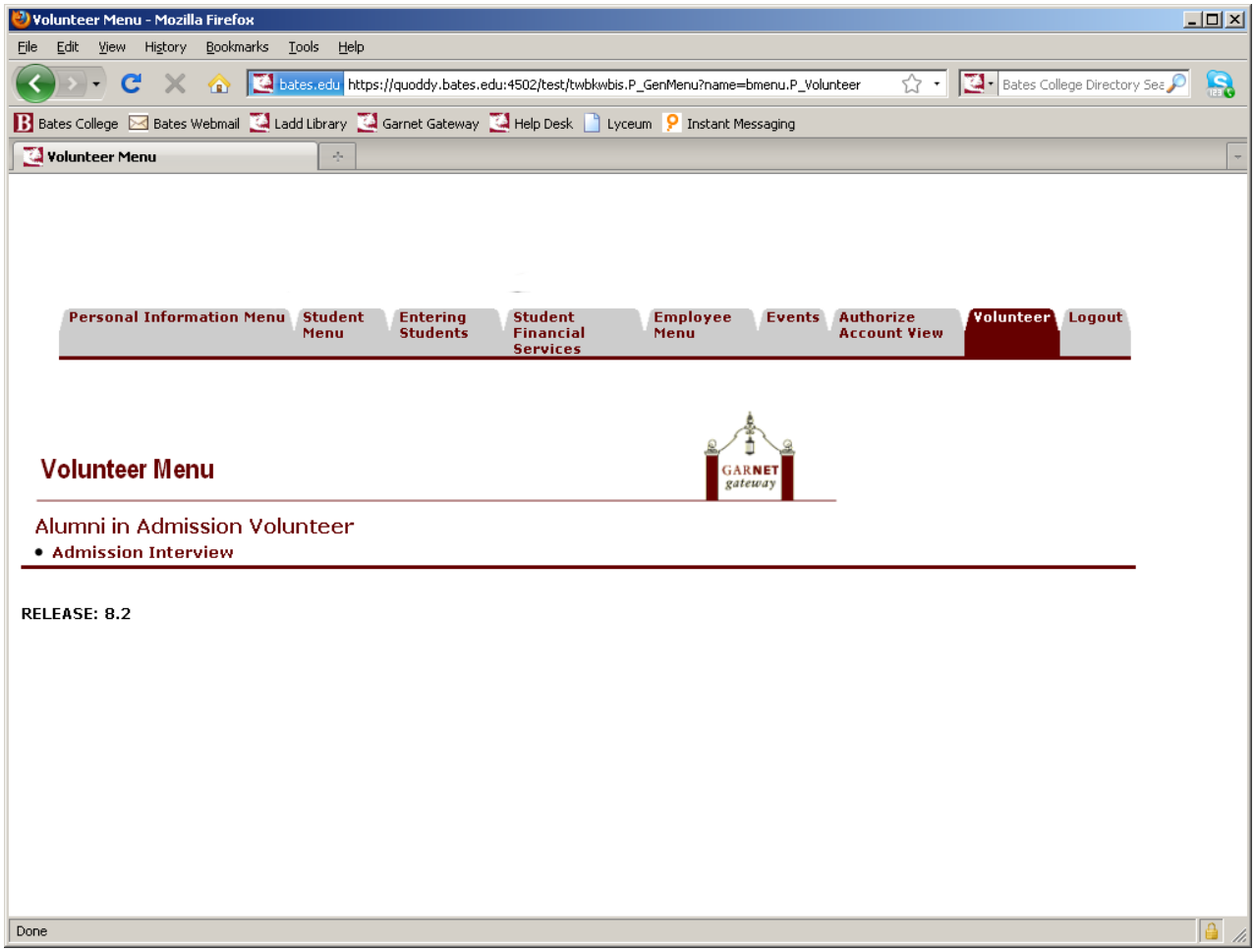
Garnet Gateway User interface for Interviews

1. Login to the Garnet Gateway with your credentials (http://www.bates.edu/garnet-gateway/).

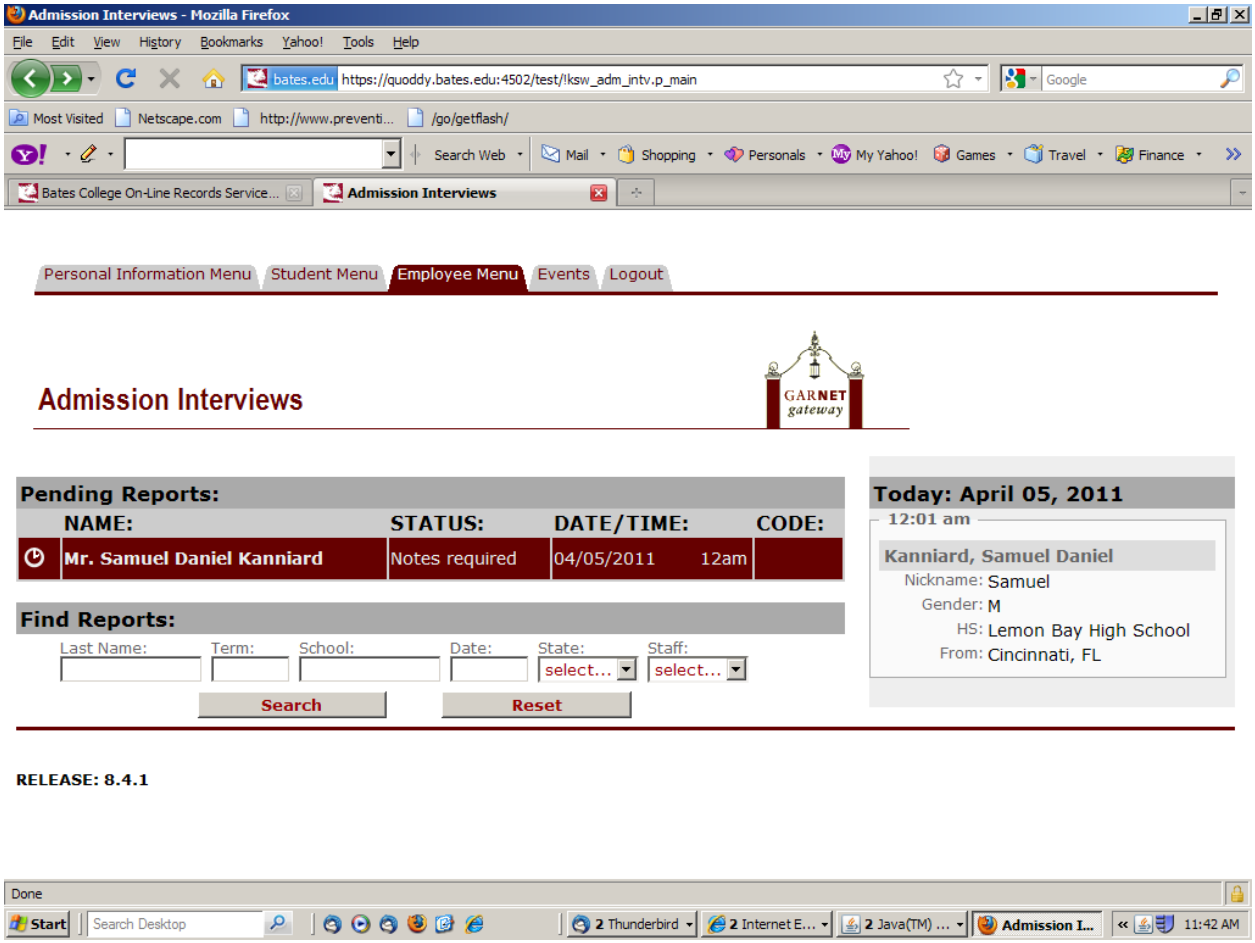
2. On the Main menu screen click on the Volunteer Tab at the top on the right hand side.



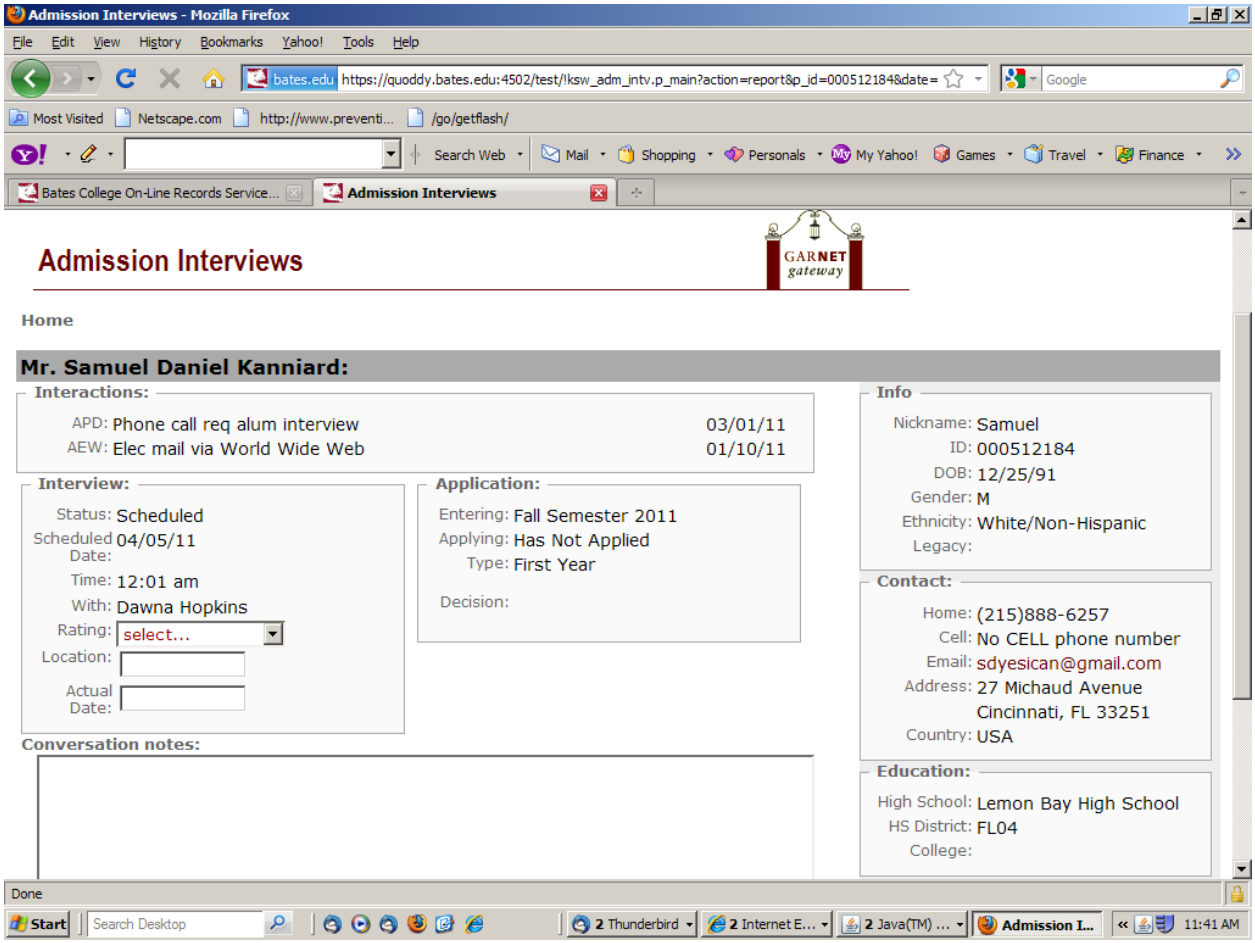


1. This will take you to the Volunteer Menu page.

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



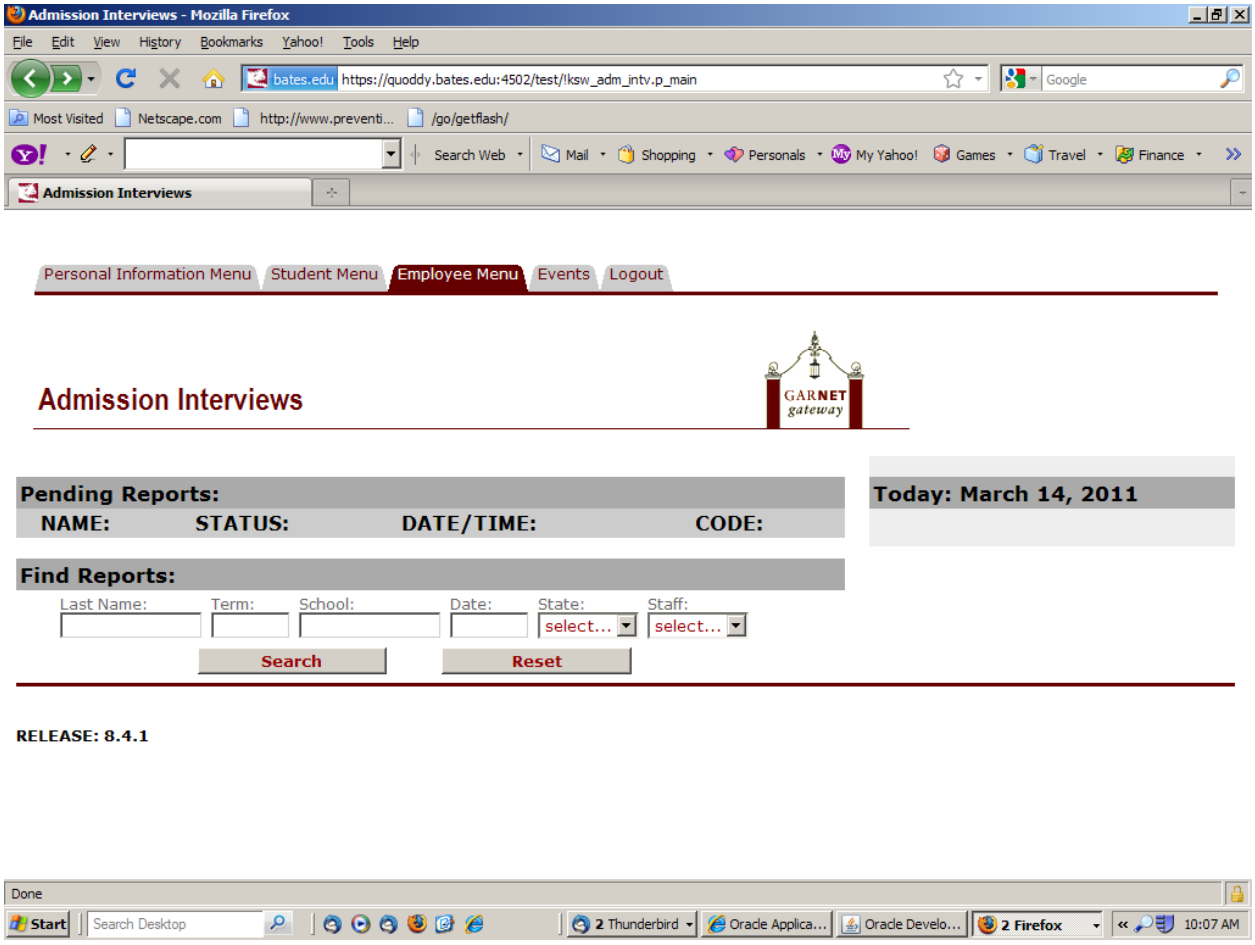
1. Click on the student ‘s name under “Pending Reports” to bring you to the page where you can enter your rating and interview report.
   (Screen shot example below)



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

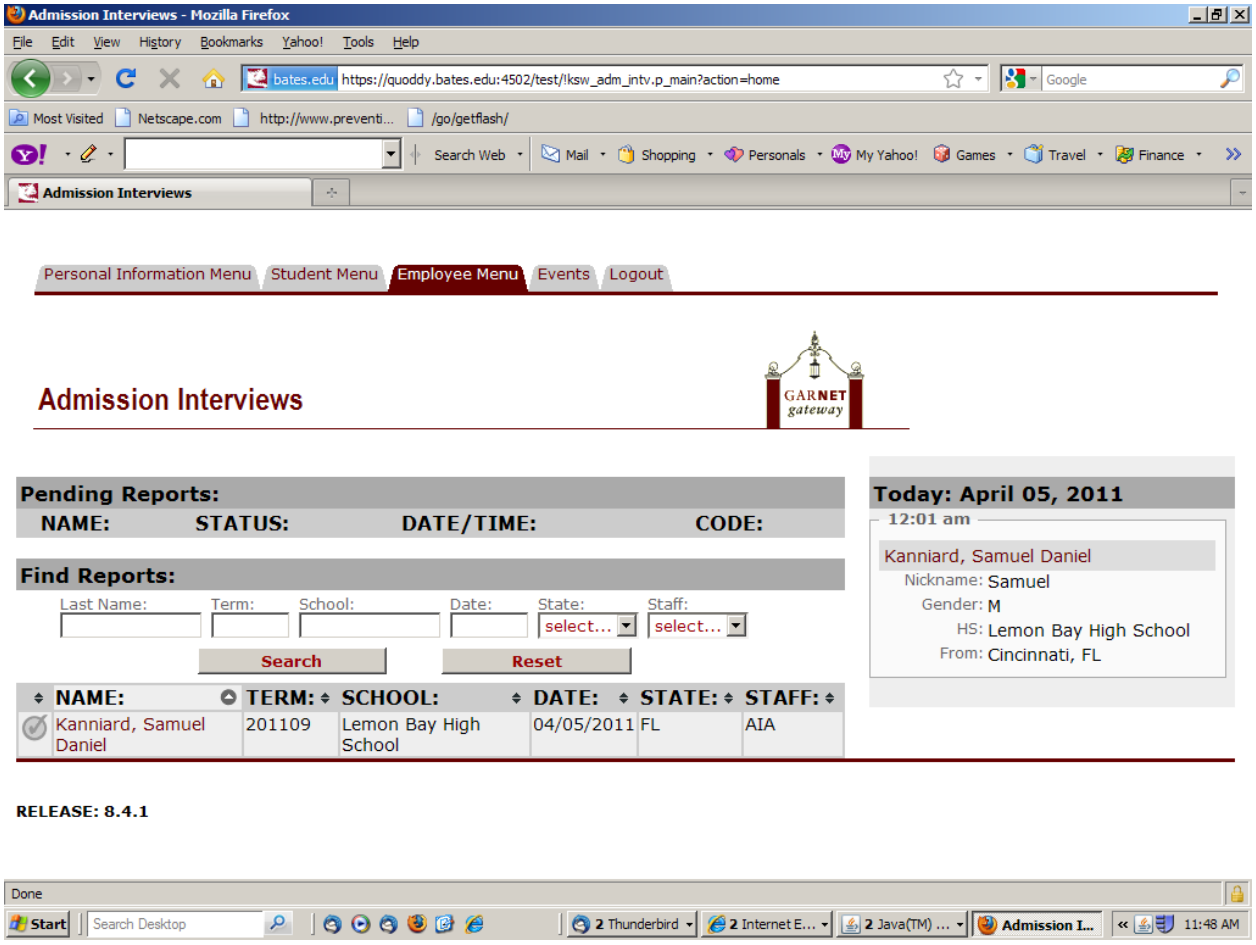
****Please note**:

- 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.



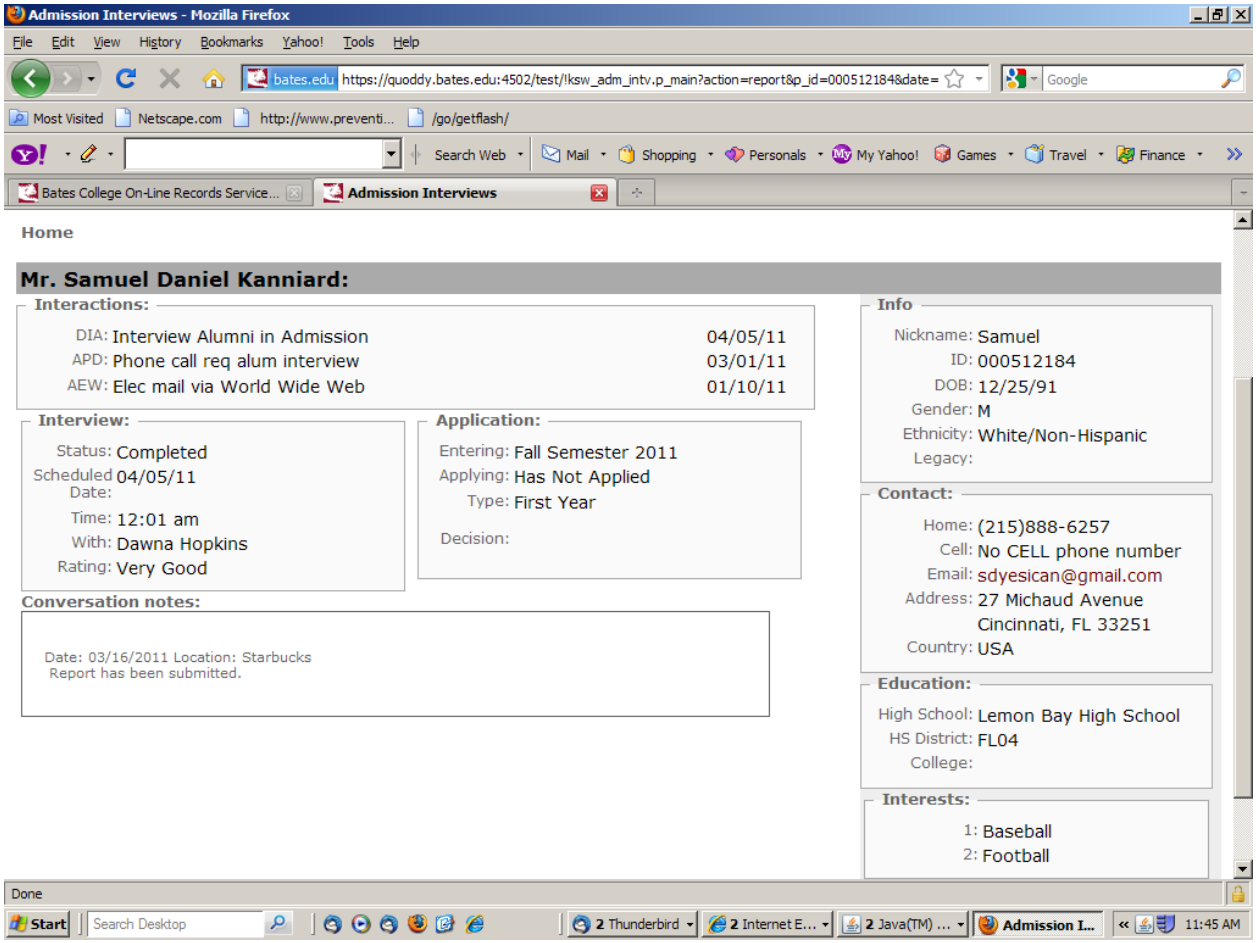
****Please Note:**

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.)



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.)



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