

**WDTS Application & Review System (WARS)  
Mentor Manual**

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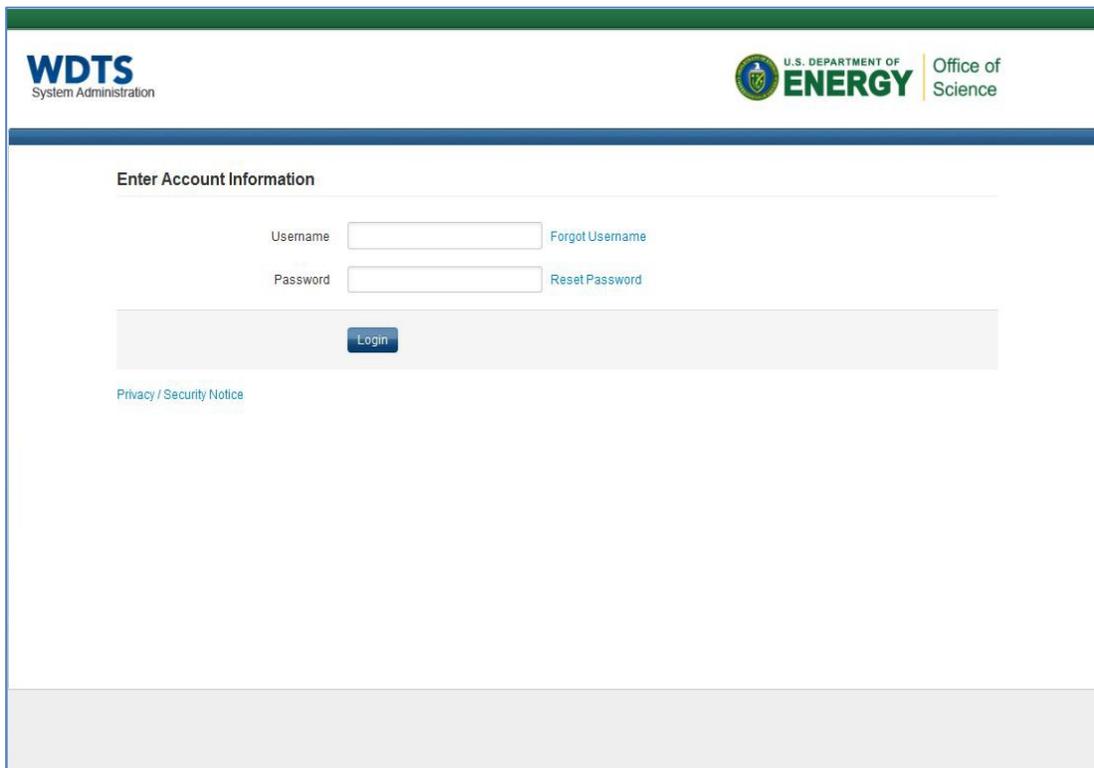
## Logging into the WDTS Mentor Portal

To access the WDTS Mentor Portal, you must first have an account created:

- Send an email to Nakeiah Harrell [nharrell@lbl.gov](mailto:nharrell@lbl.gov) with the subject line Mentor Account Request be sure to include name, email and phone number.
- Once your Mentor Account is created, an email will be sent to your Lab email address
- This email will be from **wdts.dev@orau.org** with the email subject line: **WDTS Program Administration Account Created**
- **The email message will contain a link to access your account and complete your login credentials.**
- Once complete, the mentor view will available.

The URL for the system is <https://www3.orau.gov/wdts>. This is the login screen where you will enter your username and password to access the Mentor Portal. Note the Forgot Username and Reset Password links which may be used at any time to recover forgotten usernames or reset forgotten passwords.

Supported browsers/OS for the portal are Internet Explorer 7.0 & up for PC (Windows), Firefox for PC (Windows), Chrome for PC (Windows) and Safari OSX.



The screenshot shows the login page for the WDTS Mentor Portal. At the top left is the WDTS System Administration logo. At the top right is the U.S. Department of Energy Office of Science logo. The main content area is titled "Enter Account Information" and contains two input fields: "Username" and "Password". To the right of the Username field is a link "Forgot Username", and to the right of the Password field is a link "Reset Password". Below the input fields is a "Login" button. At the bottom left of the form area is a link "Privacy / Security Notice".

After successfully logging in, you will land on the Mentor Dashboard page containing your profile:

The screenshot shows the WDTs System Administration interface. At the top left is the WDTs System Administration logo. At the top right is the U.S. Department of Energy Office of Science logo. Below the logos is a navigation bar with tabs for Profile, CCI - Summer 2013, and SULI - Summer 2013. The main content area is titled "Gabrielle Deaver, Mentor, BNL". On the left is a "MENTOR INFORMATION" sidebar with "Your Profile" and "Your Projects/Proposals" links. The "Your Profile" section contains the following fields:

- First Name: Gabrielle
- Middle Name: (empty) Optional
- Last Name: Deaver
- Email Address: MentorGabrielleDeaver@mailinator.c
- Host Laboratory: Brookhaven National Laboratory (BNL)
- Title: Research Scientist
- Laboratory Division or Department: Chemical Engineering
- DOE WDTs Program Interest:  CCI Summer 2013 (3 CCI projects have been entered) and  SULI Summer 2013 (0 SULI projects have been entered)

At the bottom of the form are "Save" and "Cancel" buttons.

## MENTOR PROFILE

**The first thing a mentor should do is complete their profile.** The profile is pre-populated with their name and laboratory. Mentors are required to enter a title and laboratory division/department. Program interests ([SULI](#), [CCI](#) and [VFP](#)) should also be declared here, selecting all programs will allow mentors to view the most applicants. Program interests are those programs the mentor is interested in participating for this term. Upon selecting program interests, the mentor also gains access to those program dashboards. Mentors **MUST** indicate their program interests **PRIOR** to adding projects.

Projects are to be added for each program the mentor is interested in (200 character limit). If the mentor attempts to add a project prior to indicating a program interest, the dropdowns on the project page will not get populated and the mentor will not be able to successfully save the project. The program interest drives the term and research area dropdowns on the project screen.

By entering the project information as part of the mentor profile, mentors will quickly be able to select their preferred applicants without having to retype the project information. The projects are only good for the current term. Each new term, the mentor will need to re-select their program interests and enter projects for those programs.

The first time the project screen is accessed, it will give instructions showing the data needed to complete the project entry in case the mentor needs time to gather it. Please use program navigation tabs to access the program dashboards. This is given to the mentor when they check their program interests on their profile.)

Once the mentor is ready to enter their project information, the add project button will bring up the following screen:



---

Profile   CCI - Summer 2013   SULI - Summer 2013

## Project/Proposal Instructions

MENTOR INFORMATION

**1. Your Profile**

Your Projects/Proposals

### Instructions

Now that you have declared your WDTS Program Interests for this term, please add all of your projects/proposals for each program. These projects/proposals will show in your applicant selection screen so that you may assign an applicant as a potential candidate for the specified project/proposal.

#### What You'll Need

- Project/Proposal Title
- Project/Proposal Abstract
- Research Area best aligned with proposed project/proposal
- Funding source for project/proposal

[Add Project/Proposal](#)

## **Add Project/Proposal Features**

### Program/Term

Select which program this project is for. This will be a list of the program interests selected on the mentor profile.

### Project/Proposal Title

This is the full title of the project – this has a 200 character maximum.

### Project/Proposal Short Name

This is a shorter title that will be used on the selection screen to select applicants for a particular project. This has a 30 character limit.

### Project/Proposal Abstract

There is no character or word limit on the abstract but a minimum of 5-7 sentences is suggested. For VFP, the co-principal investigator should copy/paste the abstract from the proposal submitted with the faculty application.

### Research/Technical Project Area

These are the research/technical project areas associated with the lab for SULI/CCI. VFP uses the master list of research areas.

### Funding Source

This specifies who provides the mentor's research project funding (i.e. all DOE, SC Office, other Federal agencies and 'other' options).

Once projects have been added, they will show in a project list screen where they may be edited or deleted. Mentors may add projects (and also select program interests) any time during the review period. [Mentors may delete projects up until the review period opens; however, once the review opens, projects can be added or edited but not deleted.](#) (NOTE: in the screenshot below the review is open so the delete button is hidden; had the review not opened yet, there would be a delete button next to the edit button.)

**WDTs**  
System Administration

U.S. DEPARTMENT OF **ENERGY** | Office of Science

Profile | CCI - Summer 2013 | SULI - Summer 2013 | VFP Faculty - Summer 2013 | VFP Student - Summer 2013 | Logout

## Manage Your Projects/Proposals

**MENTOR INFORMATION**

- Your Profile
- Your Projects/Proposals

**Your Projects/Proposals** Add Project/Proposal

Project/Proposal Short Name	Program	Term	Research/Technical Project Area	Actions
Bioinformatics Htkpa	CCI	Summer 2013	Bioinformatics	Edit
Large-scale Instrumentation/Fa	SULI	Summer 2013	Large-scale Instrumentation/Facilities	Edit
Accelerator Engineering and Te	VFP Faculty	Summer 2013	Accelerator Engineering and Technology	Edit
Decision and Information Scien	VFP Student	Summer 2013	Decision and Information Sciences	Edit

Once a review has ended, the mentors will no longer have access to this project screen. The projects will turn historical. This screen is not yet developed but there will be a read-only view of projects by term which not only lists the project details but also the applicant selected/accepted to work on the project.

## CCI Assign Applications for Selection

Lab Choices

All Lab Choices

First Lab Choice

Second Lab Choice

Academic Status

First-Year Community College Student

Second-Year Community College Student

Third-Year Community College Student or beyond

Select multiple items by Shift-clicking for contiguous items or by Control-clicking for discontinuous items.

Major

Biological Sciences - Agriculture

Biological Sciences - Biological Chemistry

Biological Sciences - Biology

Biological Sciences - Biophysics

Select multiple items by Shift-clicking for contiguous items or by Control-clicking for discontinuous items.

Show 10 entries

Showing 1 to 10 of 17 entries

First Previous 1 2 Next Last

Applicant	Prior Internship	TechnicalProject Area 1	TechnicalProject Area 2	TechnicalProject Area 3	Offer Status	
<a href="#">Aleksandra Complete DeBoer</a> Third-Year Community College Student or beyond Engineering- Computer		Accelerator/Engineering and Technology	Engineering Technology - Materials	Engineering Technology - Computer	Available	<a href="#">Assign to me</a>
<a href="#">Alison Complete Nash</a> First-Year Community College Student Physical Sciences -Oceanography		Energy Technology – Transportation	Energy Technology – Buildings	Engineering Technology - Computer	Available	Assigned
<a href="#">Erin Complete Radon</a> Third-Year Community College Student or beyond Engineering- Chemical		Engineering Technology - Materials	Engineering Technology - Civil	Energy Technology – Fossil	Available	Assigned
<a href="#">Isana Complete Pipes</a> First-Year Community College Student Engineering- Electrical	ES&T at FNAL -2011	Chemical Analysis and Instrumentation	Energy Technology – Transportation	Engineering Technology - Biological (nonmedical)	Available	<a href="#">Assign to me</a>
<a href="#">Jusaa Complete Bawa</a> Third-Year Community College Student or beyond Physical Sciences -Chemistry	ES&T at UNL- 2010	Engineering Technology- Computer	Energy Technology – Wind	Energy Technology – Fossil	Available	<a href="#">Assign to me</a>
<a href="#">Julius Complete Locchi</a> Third-Year Community College Student or beyond	Other at UNL- 2010	Chemical Technology	Engineering Technology - Environmental	Engineering Technology - Civil	Available	<a href="#">Assign to me</a>

## APPLICATION ASSIGNMENT

Once the mentor selects their program interests they are given access to the program dashboards where they can review applications. Here, mentors can choose those applications they are considering by assigning them. This is a tool for mentors to manage the application review process, a way to keep track of those applicants of interest.

Following the Eligibility/Compliance review, eligible and compliant applications will be available for assignment. The assignments may be made until the review period is over (both round 1 and 2).

The application assignment screen (Assign Applications for Review) will appear on the mentor’s program dashboard once the eligibility/compliance review is finalized.

VFP applications will by default always use CSEE Assigns method. VFP Student applications will follow the associated faculty application so no assignment is needed for the students. During the review, student applications will automatically be associated with their faculty applicants.

The screenshot is for the CCI program but the SULI screen is very similar.

## Features of the Assign Applications for Selection screen:

### Filters

- 1) Academic Status
- 2) Major
- 3) Lab Choices

Filters are multi-selectable and can be used separately or together to pre-sort by academic status or major of the applicants. The Lab Choices for the first review will be set to 1<sup>st</sup> choice and no other options will be available. Once the second round opens, this filter will be defaulted to 2<sup>nd</sup> choice; however, you may select to go back and look at just the 1<sup>st</sup> choice applicants again or select All to view all 1<sup>st</sup> and 2<sup>nd</sup> choice applications. In addition to the filters, each column is sortable by clicking the column heading.

### Applicant Application

The entire application for the applicant including transcripts and recommendations is viewable in one pdf by clicking on the applicant name.

### Technical Project/Research Areas

Applicants 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> interest areas are shown.

### Offer Status

Shows that applicant is available for review – no other offers have been extended to the applicant. (If offer has been extended to applicant by someone else, the applicant will not appear in this view.)

### Assign to Me

Clicking the 'Assign to Me' button assigns the application to you. The application will now be available to you in the selection screen for further review/consideration.

**NOTE:** If a mentor marks an applicant as a Conflict Of Interest (COI), the COI applicant will no longer be assigned to the mentor for review and also drops out of the mentor's assignment pool.

System Administration | **SULI Program** | CCI Program | VFP Faculty Program | VFP Student Program

### Applicant Selection for SULI Mentors

**Applicant Lists**

[Show Instructions](#)

[Applicants Under Review](#) | 
 [Bookmarked Applicants](#) | 
 [Top Five Applicants](#)

All Applicants | 
  Applicants Awaiting Decision |

Showing 1 to 10 of 20 entries | Show 10 entries | First Previous 1 2 Next Last

Applicant	LED Extend Offer?	Other Mentor Interest	Actions
<a href="#">Bibendum Ligula</a>	No	4	
<a href="#">Bibendum Ullamcorper</a>	No	15	
<a href="#">Condimentum Dolor</a>	No	4	
<a href="#">Consectatur Cras</a>	No	5	
<a href="#">Consectatur Fermentum</a>	No	5	
<a href="#">Elit Sollicitudin</a>	No	9	Other Offer Pending
<a href="#">Elit Tortor</a>	No	5	
<a href="#">Fringilla Malesuada</a>	No	3	Other Offer Accepted
<a href="#">Mattis Venenatis</a>	Yes	6	
<a href="#">Omate Ullamcorper</a>	No	3	

Showing 1 to 10 of 20 entries | Show 10 entries | First Previous 1 2 Next Last

**Applicant Decisions**

**Make or Edit Decisions**

Select "Make Decision" or "Edit Decision" icons in the lists of applicants in the left pane, then enter the appropriate response in this pane (NOTE: "Edit Decision" icons won't appear until you have made the initial decision for an applicant).

**Icon Legend**

- Preview Applicant Information
- Add to Bookmarked Applicants
- Remove from Bookmarked Applicants
- Add to Top Five
- Remove from Top Five
- Make Decision
- Edit Decision
- Unassign from Me
- Drag to Reorder
- Offer Made by Other Interested Mentor

**APPLICATIONS FOR SELECTION**

Once the mentors have assigned their applications and the review period opens, the mentor will gain access to the 'Applications for Selection' link on the program dashboard. If the Mentor has not entered any projects, then the dashboard menu will indicate to the Mentor that a project needs to be added prior to gaining access to the Selection screen.

**Mentors are responsible for reviewing all applicants in their selection page.** The mentor may un-assign an application so he/she does not have to make a decision on it.

**This Selection page is where mentors are to indicate whether or not they are interested in having CSEE extend an offer to an applicant.** The SULI/CCI selection screens are very similar. The VFP differs slightly.

## Features of the Applicant Selection Screen for SULI/CCI

### Show Instructions

Instructions to guide mentors through using the selection page; instructions can be shown or hidden at any time.

### Filters

- 1) All Applicants – shows all applicants assigned to the mentor for review
- 2) Applicants awaiting decision – shows all applicants that mentor has not yet made a decision on
- 3) Lab Choices - The Lab Choices for the first review will be set to 1<sup>st</sup> choice and no other options will be available. Once the second review opens, this filter will be defaulted to 2<sup>nd</sup> choice; however, you may select to go back and look at just the 1<sup>st</sup> choice applicants again or select 'All' to view all 1<sup>st</sup> and 2<sup>nd</sup> choice applications. In addition to the filters, each column is sortable by clicking the column heading.

### Preview Applicant Information

The eyeball icon in front of the applicant name contains the research/technical project areas the applicant is interested in.

### Applicant Application

The entire application for the applicant including transcripts and recommendations is viewable in one pdf by clicking on the applicant name.

### LED Extend Offer?

This indicates whether or not the mentor would like CSEE to extend an offer to this applicant. (Just because the mentor answers yes, does not mean that applicant will get an offer. CSEE is the one who extends the offer to the applicant, not the mentor.)

### Other Interest

Shows the number of other mentors who are reviewing this applicant. If another mentor had an offer extended to the applicant, then their name will have an orange dot following it. If the mentor is from another lab, then CSEE for that lab will show in the list instead followed by the lab acronym.

### Actions

Mentors have several actions they can take on an applicant:

1. Make/Edit a decision
  - a. Determine COI
    - i. Mentors must declare if a conflict of interest (COI) exists for an applicant prior to making a decision on that

applicant. (see page 14)

- ii. If the mentor answers yes to the COI, then the applicant is removed from their selection pool. *There is no undoing a yes answer.*
- iii. If the mentor answers no to the COI, but later discovers there is a COI, the mentor can go back and edit their answer to yes, there is a COI.

b. Determine if mentor wants to have CSEE extend an offer to the applicant and complete additional information (see pages 15 & 16)

2. Un-assign an applicant from themselves
3. Bookmark applicants - mentors can add/remove applicants to bookmarks to help narrow down their search for the right applicant – icons are grey until the applicant is marked as a bookmark and then it becomes color (see page 17)
4. Select Top 5 applicants - mentors can add/remove an applicant to their Top 5 list for a project – icons are grey until applicant is marked as Top 5 and then it becomes color (see page 18)

### Other Offer Pending/My Offer Pending

The action buttons get replaced with an offer status when the applicant has received an offer. If the offer was extended because I wanted the applicant, then the wording reads 'My offer pending' but if someone other than me has had an offer extended to the applicant then the wording reads 'Other offer pending'. Whenever another offer has been extended to an applicant in the mentor's selection pool, the action buttons will all disappear and the mentor cannot take any action on the applicant. Applicants are made one and only one offer so once an offer is extended, the applicant will not receive another.

### Finalize Selections

For SULI/CCI, each review must be finalized. During review 1, the mentor must make a decision on every applicant in their pool and click the 'Finalize Selections' button when they are done. The Finalize Selections will then move any applicants from the Top 5 list to CSEE Offer screen so CSEE can start extending offers. During review 2, the mentors will still be able to see the applicants they made decisions on in review 1 but will also get all 2<sup>nd</sup> choice applicants to review. If a mentor decides to go back and edit the decision on a review 1 applicant, they are free to do so. At the end of review 2, the mentor needs to 'Finalize Selections' again so that any changes to their Top 5 lists get sent to CSEE.

For VFP, there is only one Finalize Selections button that will be clicked after the Mentor is done reviewing their applicants; once clicked, this button sends all of the 'Yes' decisions to CSEE so CSEE may extend offers.

# CONFLICT OF INTEREST

## Applicant Selection for SULI Mentors

### Applicant Lists

[Show Instructions](#)

Applicants Under Review
 Bookmarked Applicants
 Top Five Applicants

All Applicants
  Applicants Awaiting Decision
 All Lab Choices ▾

Showing 1 to 10 of 20 entries
 Show  entries
First Previous 1 2 Next Last

Applicant	LED Extend Offer?	Other Mentor Interest	Actions
<a href="#">Bibendum Ligula</a>	No	4	
<a href="#">Bibendum Ullamcorper</a>	No	15	
<a href="#">Condimentum Dolor</a>	No	4	
<a href="#">Consectetur Cras</a>	No	5	
<a href="#">Consectetur Fermentum</a>	No	5	
<a href="#">Elit Sollicitudin</a>	No	9	Other Offer Pending
<a href="#">Elit Tortor</a>	No	5	
<a href="#">Fringilla Malesuada</a>	No	3	Other Offer Accepted
<a href="#">Mattis Venenatis</a>	Yes	6	
<a href="#">Omare Ullamcorper</a>	No	3	

Showing 1 to 10 of 20 entries
 Show  entries
First Previous 1 2 Next Last

### Applicant Decisions

#### Conflict of Interest for {Student Name}

#### Conflict of Interest

The Department of Energy has a policy that individuals with a conflict of interest cannot participate in the review of an application (whether research, fellowship, or internship application). You may not participate in the review of any application involving a particular matter that would have a direct and predictable effect on any person, company or organization with which you have a relationship, financial or otherwise, or involving a particular matter that you believe would cause a reasonable person with knowledge of the relevant facts to question your impartiality.

As a potential principal investigator or mentor at a DOE host laboratory, you have a conflict of interest with an applicant with whom you have a known family or marriage relationship to. You also have a conflict of interest with an application with whom you have financial relationship with.

Prior to beginning your review of this application, please quickly scan the application and indicate whether you have a conflict of interest.

Is there a conflict of interest present with this application?

Yes  No

#### Icon Legend

- Preview Applicant Information
- Add to Bookmarked Applicants
- Remove from Bookmarked Applicants
- Add to Top Five
- Remove from Top Five
- Make Decision
- Edit Decision
- Unassign from Me
- Drag to Reorder
- Offer Made by Other Interested Mentor

**NO OFFER DECISION-** if the mentor does not want CSEE to extend the applicant an offer, a no decision is made and a declination statement must be selected or written. Mentors may edit this decision until the finalization of their round 2 selections for SULI/CCI. For VFP, co-principal investigator's may edit decisions until the finalization of selections.

## Applicant Selection for SULI Mentors

### Applicant Lists

Show Instructions

Applicants Under Review | Bookmarked Applicants | Top Five Applicants

All Applicants | Applicants Awaiting Decision

All Lab Choices

Showing 1 to 16 of 20 entries | Show 10 entries | First Previous 1 2 Next Last

Applicant	LED Extend Offer?	Other Mentor Interest	Actions
Bibendum Ligula	No	4	[Icons]
Bibendum Ullamcorper	No	15	[Icons]
Condimentum Dolor	No	4	[Icons]
Consectetur Cras	No	5	[Icons]
Consectetur Fermentum	No	5	[Icons]
Eit Sollicitudin	No	9	Other Offer Pending
Eit Tortor	No	5	[Icons]
Fringilla Malesuada	No	3	Other Offer Accepted
Mattis Venenatis	Yes	6	[Icons]
Omnes Ullamcorper	No	3	[Icons]

Showing 1 to 10 of 20 entries | Show 10 entries | First Previous 1 2 Next Last

### Applicant Decisions

#### Make Your Decision for (Student Name)

[Back](#)

Would you like the LED to extend an offer to this applicant?

Yes  No

Non-select Decision: I have reviewed the applicant's materials and have decided to not select the applicant for an offer for the following reason:

- There are no (additional) placement opportunities in my laboratory group for this term.
- The applicant does not have the skill set or experience necessary to conduct the planned research project.
- Other applicants are better qualified for the planned research project.
- Other

Please provide your justification.

[Character limit 400]

Save Cancel

**YES OFFER DECISION** – if the mentor would like CSEE to extend an offer to the applicant, a yes decision is made and the mentor enters a selection statement. Next, the mentor assigns the applicant to a project. If the mentor only has one project, by default the applicant is assigned to it; however, if the mentor has multiple projects, the mentor must check the checkbox next to the project they are considering the applicant for. The project information is pulled in from the mentor's profile; if the mentor needs to edit or add a project, the mentor must go back to their profile and add/edit the projects there.

**WDTs**  
System Administration

U.S. DEPARTMENT OF **ENERGY** | Office of Science

System Administration | SULI Program | OOI Program | VFP Faculty Program | VFP Student Program

### Applicant Selection for SULI Mentors

#### Applicant Lists

Applicants Under Review | Bookmarked Applicants | Top Five Applicants

All Applicants | Applicants Awaiting Decision | All Lab Choices

Showing 1 to 10 of 20 entries | Show 10 entries | First Previous 1 2 Next Last

Applicant	LED Extend Offer?	Other Mentor Interest	Actions
Biberendum Ligula	No	4	[Icons]
Biberendum Ultricesper	No	16	[Icons]
Condimentum Dolor	No	4	[Icons]
Consectetur Cibus	No	5	[Icons]
Consectetur Fermentum	No	5	[Icons]
Eri Sollicitudin	No	9	Other Offer Pending
Eri Tortor	No	5	[Icons]
Fringilla Malesuada	No	3	Other Offer Accepted
Mollis Venenatis	Yes	6	[Icons]
Omnis Ultricesper	No	3	[Icons]

Showing 1 to 10 of 20 entries | Show 10 entries | First Previous 1 2 Next Last

#### Applicant Decisions

##### Make Your Decision for {Student Name}

[Back](#)

Would you like the LED to extend an offer to this applicant?

Yes  No

**Selection Statement (confidential):** Please briefly describe why you have selected this applicant for an offer (e.g. why this individual is the best fit, most qualified) and what is the planned role for them within the project.

[Character limit 400]

**Project Title**  
[My project isn't listed here.](#)

**Project Abstract**  
Nullam quis risus eget urna mollis ornare vel eu leo. Curabitur blandit tempus porttitor. Suspendisse potenti. Sed posuere consectetur est at lobortis. Donec id elit non mi porta gravida at eget metus.

**Which of the following Research Areas is best aligned with this proposed project?**  
Donec id elit non mi porta gravida at eget metus.

**What organization provides the primary funding for the core research project?**  
Maecenas sed diam eget risus varius blandit sit amet non magna.

**Which the following DOE Office of Science research areas is best aligned with the core research project?**  
ASCR

**BOOKMARKED APPLICANTS**-mentors can bookmark applicants, to help identify and narrow the list of qualified applicants. Navigation is displayed in a tab format across the top of the applicant screen. The Bookmarked Applicants tab will contain only those applicants the mentor has bookmarked. Mentors can un-bookmark an applicant at any time. Applicants do not have to have a decision made to be bookmarked. Bookmarking is simply a helpful tool in narrowing candidates. (bookmarks are not relevant to VFP)

System Administration | **SULI Program** | OCI Program | VFP Faculty Program | VFP Student Program

### Applicant Selection for SULI Mentors

**Applicant Lists**

[Show Instructions](#)

[Applicants Under Review](#) | 
 [Bookmarked Applicants](#) | 
 [Top Five Applicants](#)

Showing 1 to 10 of 20 entries    Show 10 entries    First Previous 1 2 Next Last

Applicant	LED Extend Offer?	Other Mentor Interest	Actions
<a href="#">Adipiscing Fringilla</a>	Yes	4	
<a href="#">Aenean Tristique</a>	No	3	My Offer Accepted
<a href="#">Amet Euismod</a>	No	9	My Offer Pending
<a href="#">Consectetur Lorem</a>	Yes	7	
<a href="#">Cursus Nullam</a>	No	4	
<a href="#">Etiam Condimentum</a>	Yes	4	
<a href="#">Inceptos Nullam</a>	No	6	
<a href="#">Lorem Pharetra</a>	Yes	15	Other Offer Pending
<a href="#">Lorem Purus</a>	No	10	
<a href="#">Mattis Risus</a>	Yes	15	

Showing 1 to 10 of 20 entries    Show 10 entries    First Previous 1 2 Next Last

**Applicant Decisions**

**Make or Edit Decisions**

Select "Make Decision" or "Edit Decision" icons in the lists of applicants in the left pane, then enter the appropriate responses in this pane (NOTE: "Edit Decision" icons won't appear until you have made the initial decision for an applicant).

**Icon Legend**

- Preview Applicant Information
- Add to Bookmarked Applicants
- Remove from Bookmarked Applicants
- Add to Top Five
- Remove from Top Five
- Make Decision
- Edit Decision
- Unassign from Me
- Drag to Reorder
- Offer Made by Other Interested Mentor

## Applicant Selection for SULI Mentors

**Applicant Lists**

Show Instructions

Applicants Under Review
Bookmarked Applicants
Top Five Applicants

The applicant Consectetur Pharetra was removed because they accepted an offer from Ridiculus Nullam Inceptos.

Order	Applicant	LED Extend Offer?	Other Mentor Interest	Actions
↑↓	Etiam Sit	Yes	10	
↑↓	Vehicula Parturient	Yes	4	
↑↓	Euismod Risus	Yes	9	
↑↓	Adipiscing Porta	Yes	15	My Offer Pending

Finalize Selections

**Applicant Decisions**

**Make or Edit Decisions**

Select "Make Decision" or "Edit Decision" icons in the lists of applicants in the left pane, then enter the appropriate responses in this pane (NOTE: "Edit Decision" icons won't appear until you have made the initial decision for an applicant).

**Icon Legend**

- Preview Applicant Information
- Add to Bookmarked Applicants
- Remove from Bookmarked Applicants
- Add to Top Five
- Remove from Top Five
- Make Decision
- Edit Decision
- Unassign from Me
- Drag to Reorder
- Offer Made by Other Interested Mentor

**TOP 5 APPLICANTS** – mentors will use the Top 5 feature to select the final candidate for their project(s). CSEE will only see applicants placed in the mentor's Top 5 list so mentors must place applicants in a ranked order on the Top 5 tab if they want CSEE to extend an offer. Simply marking an applicant as a yes, does not move the applicant to CSEE offer screen. (Top 5 is not relevant to VFP – any applicant with a yes decision will be seen on CSEE offer screen) Once in the Top 5, an applicant may be removed. An applicant can be ranked by dragging/dropping to reorder the applicants in the mentor's preferred order of preference. CSEE will use the ranking in their decision of extending an offer to the applicant and also if an applicant declines, the ranking

shows CSEE an order of alternates. Applicants do not have to be bookmarked before being added to the Top 5. The Top 5 also does not have to have 5 applicants – it could have no applicants if the mentor doesn't find any qualified applicants. But, the Top 5 limits the mentor to picking a maximum of 5 possible applicants.

If another mentor extends an offer to an applicant you have in your Top 5, then the applicant will automatically be removed and a yellow warning message will appear letting you know the applicant was removed. Also note the offer status in the actions column. If an offer is extended to an applicant by anyone, then the action buttons are removed and a status message is put in its place. The message will indicate if it's your offer ("My" Offer Pending) or another mentor's offer ("Other" Offer Pending).

## MULTIPLE PROJECTS

In the case where a mentor has multiple projects they are seeking applicants for, the mentor will have to specify which project each applicant is being selected for when making the decision, adding a bookmark or adding the applicant to the Top 5 list. Applicants may be considered for multiple projects. A mentor may have multiple projects but only looking for one applicant to mentor-the selection page does not enforce every project to have an applicant. The difference in the selection page is a dropdown of projects attached to the bookmark/Top 5 icons and a list of projects in the decision form where the mentor will check which project(s) the applicant is being considered for.

System Administration | SULI Program | CCI Program | VFP Faculty Program | VFP Student Program

### Applicant Selection for SULI Mentors

#### Applicant Lists

Applicants Under Review
  Bookmarked Applicants
  Top Five Applicants

All Applicants
  Applicants Awaiting Decision
 All Lab Choices

Showing 1 to 10 of 20 entries    Show 10 entries    First Previous 1 2 Next Last

Applicant	LEED Extend Offer?	Other Mentor Interest	Actions
Bibendum Ligula	No	4	
Bibendum Ultracorpor	No	15	
Conditimentum Dolor	No	4	
Consectetur Cras	No	5	
Consectetur Fermentum	No	5	
Elii Sollicitudin	No	9	Other Offer Pending
Elii Tortor	No	5	
Fringilla Malesuada	No	3	Other Offer Accepted
Mattis Venenatis	Yes	6	
Ornare Ultracorpor	No	3	

Showing 1 to 10 of 20 entries    Show 10 entries    First Previous 1 2 Next Last

#### Applicant Decisions

##### Make or Edit Decisions

Select "Make Decision" or "Edit Decision" icons in the lists of applicants in the left pane, then enter the appropriate responses in this pane (NOTE: "Edit Decision" icons won't appear until you have made the initial decision for an applicant).

#### Icon Legend

- Preview Applicant Information
- Add to Bookmarked Applicants
- Remove from Bookmarked Applicants
- Add to Top Five
- Remove from Top Five
- Make Decision
- Edit Decision
- Unassign from Me
- Drag to Reorder
- Offer Made by Other Interested Mentor

**MULTIPLE PROJECTS and BOOKMARKS** – for mentors with multiple projects for a program, the bookmarks tab will list each project and that projects’ bookmarked applicants. If the mentor selected an applicant for multiple projects, then the applicant will appear for each project.

System Administration | SULI Program | CCI Program | VFP Faculty Program | VFP Student Program

## Applicant Selection for SULI Mentors

### Applicant Lists

[Applicants Under Review](#) | [Bookmarked Applicants](#) | [Top Five Applicants](#)

Bookmarked Applicants for (Project Name)

Showing 1 to 10 of 20 entries    Show 10 entries    First Previous 1 2 Next Last

Applicant	LED Extend Offer?	Other Mentor Interest	Actions
Adipiscing Fringilla	Yes	4	
Aenean Tristique	No	3	My Offer Accepted
Amet Euismod	No	9	My Offer Pending
Consectetur Lorem	Yes	7	
Cursus Nullam	No	4	
Etiam Conditmentum	Yes	4	
Inceptos Nullam	No	6	
Lorem Pharetra	Yes	15	Other Offer Pending
Lorem Purus	No	10	
Mattis Risus	Yes	15	

Bookmarked Applicants for (Project Name)

Showing 1 to 10 of 20 entries    Show 10 entries    First Previous 1 2 Next Last

Applicant	LED Extend Offer?	Other Mentor Interest	Actions
Adipiscing Fringilla	Yes	4	
Aenean Tristique	No	3	Other Offer Accepted
Amet Euismod	No	9	My Offer Pending
Consectetur Lorem	Yes	7	
Cursus Nullam	No	4	
Etiam Conditmentum	Yes	4	
Inceptos Nullam	No	6	
Lorem Pharetra	Yes	15	Other Offer Pending

### Applicant Decisions

#### Make or Edit Decisions

Select "Make Decision" or "Edit Decision" icons in the tabs of applicants in the left pane, then enter the appropriate responses in this pane (NOTE: "Edit Decision" icons won't appear until you have made the initial decision for an applicant).

#### Icon Legend

- Preview Applicant Information
- Add to Bookmarked Applicants
- Remove from Bookmarked Applicants
- Add to Top Five
- Remove from Top Five
- Make Decision
- Edit Decision
- Unassign from Me
- Drag to Reorder
- Offer Made by Other Interested Mentor

**MULTIPLE PROJECTS and the TOP 5**—for mentors with multiple projects for a program, the Top 5 screen will display a complete Top 5 list for each project. If the same applicant has been selected as a Top 5 candidate for more than one project, they will appear in each projects Top 5 list. The page works just the same as for single projects, it's just shown in a list format.

The screenshot shows the 'Applicant Selection for SULI Mentors' page. At the top, there are logos for WDTs System Administration and the U.S. Department of Energy Office of Science. A navigation bar includes 'System Administration', 'SULI Program', 'OCI Program', 'VFP Faculty Program', and 'VFP Student Program'. The main content area is divided into two panels: 'Applicant Lists' and 'Applicant Decisions'.

**Applicant Lists Panel:**

- Buttons: Applicants Under Review, Bookmarked Applicants, Top Five Applicants.
- Section: Top Five Applicants for (Project Name)
- Table 1:

Reorder	Applicant	LED Extend Offer?	Other Mentor Interest	Actions
↑↓	Etiam Sit	Yes	7	[Icons]
↑↓	Vehicula Parturient	Yes	5	[Icons]
↑↓	Euismod Risus	Yes	4	[Icons]
↑↓	Consectetur Pharetra	Yes	5	[Icons]
↑↓	Adipiscing Porta	Yes	3	[Icons]

- Section: Top Five Applicants for (Project Name)
- Message: The applicant Consectetur Pharetra was removed because they accepted an offer from Ridiculus Nullam Inceptos.
- Table 2:

Reorder	Applicant	LED Extend Offer?	Other Mentor Interest	Actions
↑↓	Etiam Sit	Yes	10	[Icons]
↑↓	Vehicula Parturient	Yes	4	[Icons]
↑↓	Euismod Risus	Yes	9	[Icons]
↑↓	Adipiscing Porta	Yes	15	My Offer Pending

- Button: Finalize Selections

**Applicant Decisions Panel:**

- Section: Make or Edit Decisions
- Text: Select "Make Decision" or "Edit Decision" icons in the lists of applicants in the left pane, then enter the appropriate responses in this pane (NOTE: "Edit Decision" icons won't appear until you have made the initial decision for an applicant).
- Section: Icon Legend
- List of icons and their functions:
  - Preview Applicant Information
  - Add to Bookmarked Applicants
  - Remove from Bookmarked Applicants
  - Add to Top Five
  - Remove from Top Five
  - Make Decision
  - Edit Decision
  - Unassign from Me
  - Drag to Reorder
  - Offer Made by Other Interested Mentor

## Applicant Selection for VFP Faculty Mentors

### Applicant List

#### Applicants Under Review

All Applicants  Applicants Awaiting Your Decision

Showing 1 to 10 of 20 entries    Show 10 entries    First Previous 1 2 Next Last

Applicant	Student Name(s)	LED Extend Offer?	Actions
<a href="#">Consectetur Cras</a>	Cursus Etipitla	No	
<a href="#">Selection Statement</a>		No	
<a href="#">Cursus Etipitla</a>		No	
<a href="#">Fringilla Malesuada</a>	Sem Fringilla	No	Other Offer Pending
<a href="#">Mattis Venenatis</a>	Aenean Rius	Yes	
<a href="#">Omnis Ullamcorper</a>	Vestibulum Ligula	No	

Showing 1 to 10 of 20 entries    Show 10 entries    First Previous 1 2 Next Last

Finalize Selections

### Applicant Decisions

#### Make or Edit Decisions

Select "Make Decision" or "Edit Decision" icons in the lists of applicants in the left pane, then enter the appropriate responses in this pane (NOTE: "Edit Decision" icons won't appear until you have made the initial decision for an applicant).

#### Icon Legend

- Preview Applicant Information
- Make Decision
- Edit Decision

## APPLICANT SELECTION FOR VFP-

The Selection screen for VFP is very similar to SULI/CCI except there are no bookmarks and no Top 5. CSEE's recommendation selection statement is shown by hovering over the eyeball and if the faculty invited any students, the student names are visible. (On the VFP Student selection page, the associated faculty names are shown.)

The only applications that are shown in the VFP Selection screen are those that were recommended by CSEE in the assignment process. The reviews for the Faculty/Students are done separately. The rule that a Faculty member must be accepted for the student to receive an offer is actually enforced on CSEE offer screen, not the Selection. The Co-PI does not have to worry about this. The total number of applications in the selection pool should be very short since the typical number of proposals a lab scientist has co-developed with a VFP Faculty applicant will be few.

Remember, all applicants with a Yes decision will show on CSEE Offer screen since VFP does not have a Top 5 list.