TAAP Chair Addendum
2013-2014

http://admissions.tufts.edu/taap
admissions.taap@ase.tufts.edu
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The role of the TAAP Chairperson is critical to the success of the TAAP committee. It is the Chairperson of the local committee that works most closely with the admissions staff, directs the activities of the local committee and ensures the quality of the efforts on behalf of the University in the local area.

Chairpersons are expected to:

- Communicate efficiently and regularly with committee members
- Work with the admissions staff to support alumni who will be enthusiastic, committed and well-informed members of the local committee.
- Coordinate representation at local fairs as determined by your regional admissions officer.
- Encourage members to keep contact information current via the Membership Update Form on TAAP Online (http://admissions.tufts.edu/taap) or by email (admissions.taap@ase.tufts.edu).
- Communicate regularly with the admissions office about the committee’s progress and forward suggestions for programmatic improvement.

During the interviewing time period, Chairpersons are expected to:

- Assign interviews to members in TAAP Online in a timely manner
- When possible assign students and interviewers who have similar academic interests
- Follow-up with each TAAP member to ensure completion of assigned interviews
- Encourage members to complete interviews and submit reports as quickly as possible
- Monitor completed interview reports for timeliness and quality of information provided.
  - As Chairperson, you may provide tips to members of the committee that will improve the quality of his or her interview reports if you feel comfortable doing so based on the information provided in the Interview Training Module in TAAP Online. If you suspect a member could use coaching but do not feel comfortable addressing the issues yourself, please notify your regional admissions officer or the TAAP leadership team.
- Arrange for admitted students to be called and congratulated shortly after admissions decisions are released. These calls should encourage students to enroll and, if appropriate, attend the spring reception for accepted students in the area if one has been arranged.
• Follow up with first-time college fair representatives and interviewers to see if they have any questions. For any interviewer, but particularly for new interviewers, read at least one interview report early in the interviewing season.
member’s personal residence. Interviewers who do not comply with this policy will be asked to resign from TAAP. We ask that Chairpersons help us enforce this policy within TAAP committees.

**ONGOING TRAINING OF MEMBERS**

Fall committee meetings and recruitment programs (such as application workshops, Tufts on Tour events, etc.) will serve as the main vehicles for training. In addition, you may need to do some ‘just in time training’ for members throughout the fall. For example, you may need to train a first time college fair representative in the days leading up to the event. After you have secured the volunteer, make sure he or she knows what to expect, when to arrive and how to act. You can direct them to the College Fair Training Module in **TAAP Online**. Similarly, you may have a first time interviewer that needs a little more guidance. Direct new interviewers to the **TAAP Member Handbook** and the Interview Training Module also available in **TAAP Online**. Consider emailing them quick tips from your personal interviewing experience. Offer to let them shadow you when you conduct an interview or pair them up with an experienced interviewer in his or her town. Read at least one interview report for a new TAAP member. This allows you to provide the necessary feedback to help the interviewer write better interview reports if improvement is needed. Contact your regional admissions officer or a member of the TAAP leadership team if you have questions about critiquing an interview report. You may consider asking your regional admissions officer or a member of the TAAP team to work with an interview directly to improve their reports.

**COLLEGE FAIRS**

Each year the admissions office is invited to send a representative to hundreds of college programs so that students can learn about a number of colleges and universities during one program. Usually, it is not possible for a member of the admissions office to be present at these events but well informed alumni can successfully represent Tufts and therefore expand our reach into the local community. The TAAP Chair will be responsible for securing TAAP coverage for a local college fair.

**ASSIGNMENTS**

Invitations to college fairs are sent to the admissions office where the regional admissions officer will determine if it is a program at which Tufts should be represented. The associated admissions assistant will then contact you via e-mail including the date, time, and location of the college fair the admissions office would like to have staffed by a member of your TAAP committee. You should share this information with your committee and request a member attend the fair, if available. In your communication with your committee members, you should reinforce the importance of college fairs in the recruitment efforts of the admissions office as well as stress the need for a timely reply.

After a committee member has agreed to staff a college fair email the member’s name to the admissions assistant who originally contacted you regarding the fair. Please try to notify the admissions assistant of the college fair volunteer at least three weeks prior to the date of the fair. It is important to note materials will be sent to the address in the member’s **TAAP Online** account unless otherwise noted. The admissions office will provide the TAAP volunteer with all the required materials needed for the college fair. The box or packet of information for the college fair will include:

- a copy of the program invitation
- a table banner
- a Tufts poster to display
• literature about Tufts for the display table
• college fair tips
• a college fair evaluation
• a pre-address envelope.

The TAAP volunteer covering the fair must return the college fair evaluation and the completed inquiry cards to the admissions office in the envelope provided in the packet.

Remind college fair volunteers to review the College Fair Training Module found in TAAP Online under TAAP Training.

### TAAP Online

Accessible from the TAAP website (http://admissions.tufts.edu/taap), TAAP Online is the online information management system that facilitates the interview assignment process. Your username and password will be included in the TAAP kickoff mailing.

As a Chairperson, your TAAP Online account will allow you to:
• View and make interview assignments.
• Track interview progress for your members.
• Make notes on both interviewers and applicants.
• View all admissions decisions for applicants assigned to your TAAP committee.
• View committee member contact information and brief biographical details.
• Export an Excel document of contact information for your committee.
• Send group emails to your committee as well as individual members.
• Manage all interviews assigned to you.

If you have questions about the site, please feel free to call us here in Bendetson at 617-627-3170 or e-mail admissions.taap@ase.tufts.edu.

### TAAP Online Home Screen

Log into TAAP Online using your username and password. The home screen displays a left navigation bar with chair functions at the top in brown, general interview functions in the middle in blue (for interviews assigned to you personally), and general resources/functions at the bottom in blue.

The home screen gives you an overview of the committee and displays four charts:
• TAAP Committee Interview Summary
• Your individual Interview Summary
• TAAP Committee Interview History
• TAAP Committee Admission History

The TAAP Committee Interview Summary gives you a snapshot of your overall committee performance in terms of the number of applicants assigned (“Assigned”), the number of submitted interview reports (“Completed”), the percent of total applicants in your committee that have received an interview and reports are submitted on their behalf (“% Complete”), the total number of applicants in your committee (“Applicants”) and the number remaining that need an interview assignment (“Awaiting Assignment”).
The individual Interview Summary shows information for the applicants you assign to yourself. The bottom two charts allow you to see a ten year history for interview completion and admissions decisions for your committee. You can always return to this screen by clicking “Home” in the lower portion of the left navigation bar.

**TAAP Online Chair Functions**

In the top left of your left navigation in TAAP Online you will see the following interview assignment functions in brown (category descriptions can be found in the next section):

- All Applicants (can navigate to making an assignment by clicking on the name of a student)
- Quick Assign (can choose to assign an interviewer via the interviewer drop down menu)
- Unassigned Interviews (can navigate to making an assignment by clicking on the name of a student)
- Assigned Interviews
- Completed Interviews

The table below shows you what information you can see on each of these pages:

<table>
<thead>
<tr>
<th></th>
<th>Last</th>
<th>First</th>
<th>College</th>
<th>ED Status</th>
<th>Interviewer</th>
<th>Interview Status</th>
<th>City</th>
<th>High School</th>
<th>Status</th>
<th>Status Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unassigned</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
</tr>
<tr>
<td>QuickAssign</td>
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<tr>
<td>Assigned</td>
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<tr>
<td>Completed</td>
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<tr>
<td>All Applicants</td>
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</tbody>
</table>

Next you will find the following chair functions in brown (category descriptions can be found in the next section):

- **Members**
  - Lists all current committee active committee members. From left to right the chart provides the TAAP member’s name, email, city, number of applicants assigned to this interviewer (“Assigned”), number of interviews completed as indicated by the submission of an interview report (“Completed”), and the percentage of the assigned interviews that are completed (“% Completed”).
  - On this screen, chairs have the ability to email all active members of their TAAP committee.
- **Committee Update**
  - Lists current active committee members and allows you as chair to make members inactive if they have contacted you regarding taking a year off TAAP, terminating their membership, or as a result of repeated lack of response/failed to complete interviews. You can use the text box below to send a note to the TAAP data manager regarding the change or follow up with an email to admissions.taap@ase.tufts.edu.
- **Inactive Members**
Lists inactive committee members and allows you as chair to activate these members. Do not activate a committee member unless you have contacted them and received a confirmation from them that they wish to resume volunteering for TAAP.

- **Make Student Excel File**
  - An Excel spreadsheet of applicants assigned to your committee can be generated using this tab. You can choose what fields you would like to export to the Excel document as well as designate if you want to include only unassigned applicants or only enrolling students.

- **Make Member Excel File**
  - This tab allows you to generate an Excel spreadsheet of your active committee members that includes contact and basic demographic information.

- **Counselor Website**
  - This tab requests for you to indicate if you are willing to share you contact information on our Counselor Connection website [http://admissions.tufts.edu/apply/information-for-counselors-and/](http://admissions.tufts.edu/apply/information-for-counselors-and/) (a password protected website for high school guidance and college counselors).

Lastly you will find the following decision functions in gray (category descriptions can be found in the next section):
- ED1 Decisions
- ED2 Decisions
- All Decisions

All of the decision charts will contain the following information for each applicant: Last, First, Decision, Interviewer, ED2 Status, Status, Interview Status, Status Change. For each of the above charts you can reorder the list by clicking the headings at the top of each column.

As you click through all the chair functions listed above you will note an important feature: when you click on the last name of an applicant it will bring up pertinent contact information and basic demographic information for that applicant (the same information accessible to the assigned interviewer). If a TAAP member has completed an interview, you will be able to view the interview report in this screen as well.

In order to assist you *using TAAP Online*, below is a brief description of the various abbreviations/terms used grouped by column heading.

- **“Coll” or College**
  - L: School of Arts & Sciences
  - E: School of Engineering

- **“ED Stat” or admission cycle**
  - ED 1: Early Decision 1 (binding admissions decision with deadline of 11/1)
  - ED 2: Early Decision 2 (binding admissions decision with deadline of 1/1)
  - Regular Decision (traditional admissions process with deadline of 1/1)

- **“Stat” or Chair Status**
  - CHAR: the applicant has been assigned to your TAAP committee and is awaiting an interview assignment
  - ASGN: the applicant has been assigned to an interviewer
DONE: the interviewer has submitted an interview report

- Interview Status
  - Accepted: Interviewer chooses this status in TAAP Online to indicate they will conduct the interview.
  - Contact Initiated: Interviewer has initiated contact with the student.
  - Interview Scheduled: Interviewer has scheduled an interview with the student.
  - Interview Completed: Interviewer has interviewed the student but you have not submitted the report.
  - Done: Interviewer has submitted an interview report for the applicant.

- Status Change: the time and date of the last status change in the TAAP Online system

ASSIGNING AN INTERVIEW

Interview assignments can be made from any of the first three chair function screens (All Applicants, Quick Assign, Unassigned applicants).

From either All Applicants or Unassigned Applicants you can click on the last name of an applicant and it will bring you a unique TAAP Online interview assignment page for that applicant. Basic contact information and demographic information can be found in the top half of the page. A list of active TAAP members can be found at the bottom of the page along with the member’s city, zip code, major, number of assigned interviews, number of completed interviews and percent of assigned interviews completed. This member information is there to assist you in making assignments, for example in making assignments based on shared academic interests or geography.

While on an individual applicant’s page, you can assign an interview simply by clicking the radio button to the left of the interviewer’s name and clicking the “assign” button. You will notice a space for comments at the bottom of the page where you can share information about the applicant with the assigned interviewer only should you have any additional information to share with the interviewer.

Quick Assign is a function designed to speed up the interview assignment process for you, but comes with some disadvantages. As described above, on the Quick Assign page you will find a list of unassigned applicants with a drop down field in the left hand column for each applicant. You can use Quick Assign to assign multiple interview assignments at once: choose an interviewer in the drop down field for any applicants you wish to assign and then click the “submit” button at the bottom of the page. The disadvantage to using Quick Assign is that you do not have the interviewer’s demographic information or the number of interviews already assigned to the member readily available.

Once you make an interview assignment an email will be sent to the interviewer notifying him or her of the assignment and prompting them to contact the applicant. The interview assignment will also appear in his or her TAAP Online roster. After the interviewer logs into their account they will be prompted on the applicant’s interview assignment page to accept to decline the interview. If the interview assignment is declined, you will receive an email with the TAAP member’s explanation for why he or she cannot conduct the interview. Should the interviewer decline the interview, you must attempt to reassign the applicant to another interviewer in your committee. The interviewer will also have the ability to track the interview in TAAP Online. For example, the interviewer can click that the applicant has been contacted, the interview schedule, or the interview conducted. This is the status you can monitor in the “Interview Status” column in the Assigned Interview section of your chair functions.
Please be mindful that interviews should be conducted in a timely fashion once they have been assigned. You should monitor the “Interview Status” for each of your committee members to ensure they are following through with their TAAP responsibilities. If the “Interview Status” has not changed after a week or two, please check in with the member to make sure they are aware of the interview assignment. An interview is considered complete once interviewer submits an interview report for the applicant; the status then changes to “Done.”

Please note: the “contacted but not interviewed” button should only be clicked when an interviewer is unable to get ahold of an applicant or the applicant chooses not to interview. If for whatever reason the interviewer is unable to do the interview by their own choice, please encourage the interview to “decline” the interview on the interview assignment form.

If you have questions about the site, please feel free to call us at 617-627-3170 or e-mail admissions.taap@ase.tufts.edu.