

Letters by Liaison



We are pleased to introduce **Letters by Liaison**, a newly-updated, streamlined version of the Evaluator Portal. The new site – developed based on feedback from both internal and external users – offers a redesigned user experience, simpler workflows, a 508-compliant interface, and more customization options. It's easier to create accounts, review requests, and upload documents.

Release Plan

Letters by Liaison will soft launch on **February 4, 2018**. Existing users should experience a seamless transition with no need to create a new account or resend any existing requests. All data available on the existing Evaluator Portal site will be available on the new Letters by Liaison site.

For the time being, users will continue to be routed to the existing Evaluator Portal, but can opt to use the new Letters by Liaison site instead. A splash message will explain the new site and how to access it.

In the future, the Evaluator Portal will be deactivated, and all users will be redirected to Letters by Liaison. Note that both sites will continue to be available for at least thirty days after the initial soft launch.

Key Improvements

Based on your feedback, we're excited to introduce several key improvements available in Letters by Liaison.

Updated Dashboard

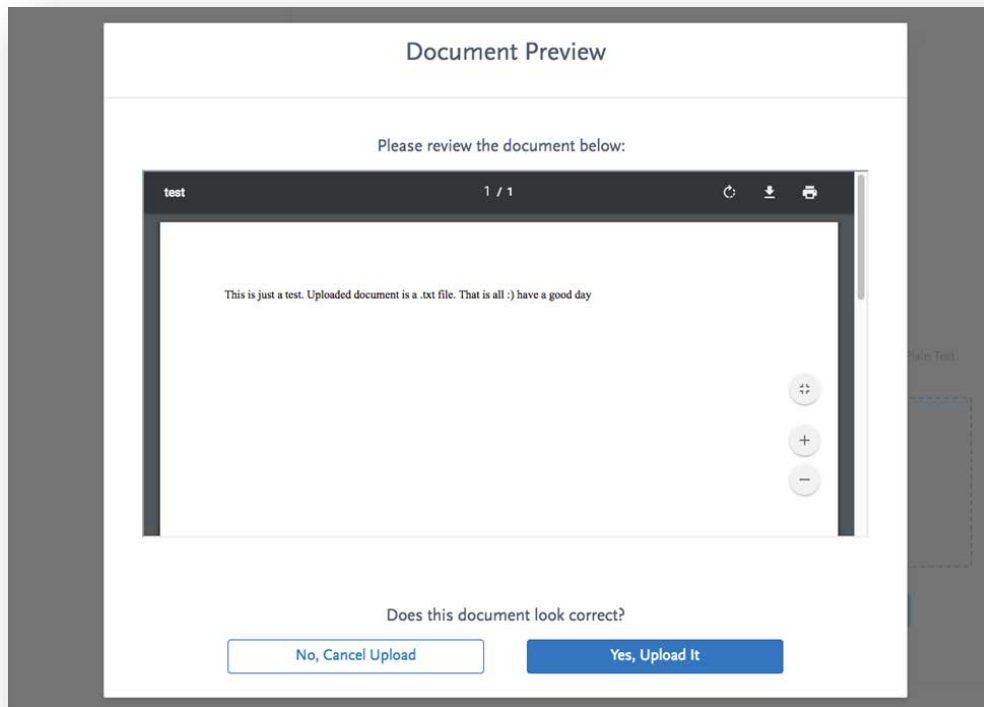
Users log in to a redesigned dashboard that lists all new, in-progress, and completed requests. Improved filtering and sorting capabilities allow users to filter the requests list by status and sort by Last Name, First Name, Requested By, and Requested On Dates.

The screenshot shows a 'Requests' dashboard with the following elements:

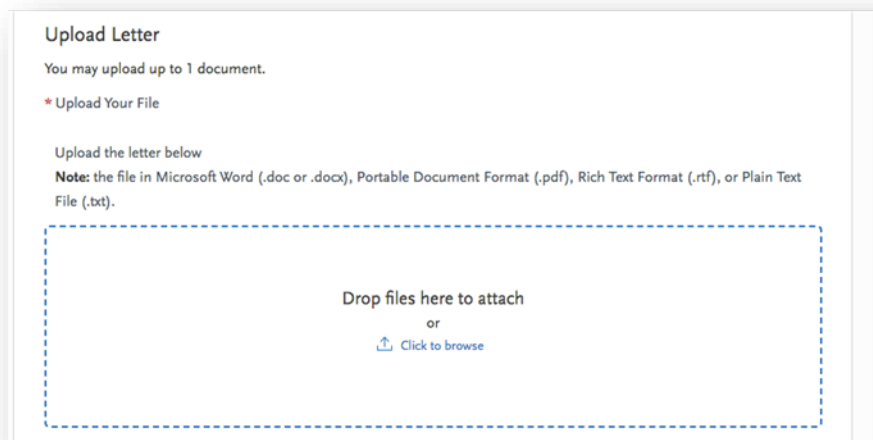
- View:** Expanded (selected) and Collapsed.
- Sort By:** Last Name (selected).
- Show:** Accepted (11), Requested (0), Completed (23), Declined (7), Expired (6). Clear All.
- Request 1:** Janet Appel-test - Accepted. Applicant Email: appelj-dlshs.org@sync.sendgrid.net. Type: EOP. Requested On: Dec 07, 2017. Applying to: Cal State Apply. Access: Waived. Requested By: Dec 30, 2017. Programs: San Luis Obispo Undergraduate - Animal Science (+ 2 more).
- Request 2:** Sarath (Liaison Test Account) Bethapudi - Accepted. Applicant Email: sbethapudi@liaison-intl.com@sync.sendgrid.net. Type: Individual. Requested On: May 24, 2017. Applying to: BU-MET. Access: Waived. Requested By: Jun 02, 2017. Programs: BU-Metropolitan College - Certificate in Information Security.
- Request 3:** James BlueTest - Accepted. Applicant Email: testcasqa1342@sendgrid.net. Type: Individual. Requested On: Aug 30, 2017. Applying to: BU-GRS. Access: Waived. Requested By: Sep 06, 2017. Programs: Boston University - Graduate School of Arts and Sciences - English - JD/MA with School of Law.

Improved Document Uploads

If a request requires an uploaded document, users can now preview the document before they upload it to ensure that it is correct.

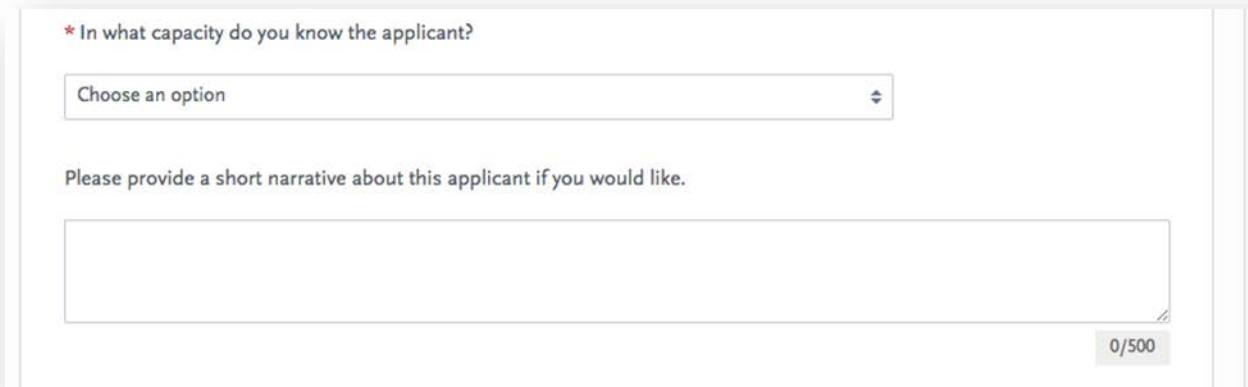


Users can also now drag and drop files directly into the form to upload them.



Essay Questions

An Essay question type is now available. Users enter their response in a resizable text box which indicates the maximum character count.



* In what capacity do you know the applicant?

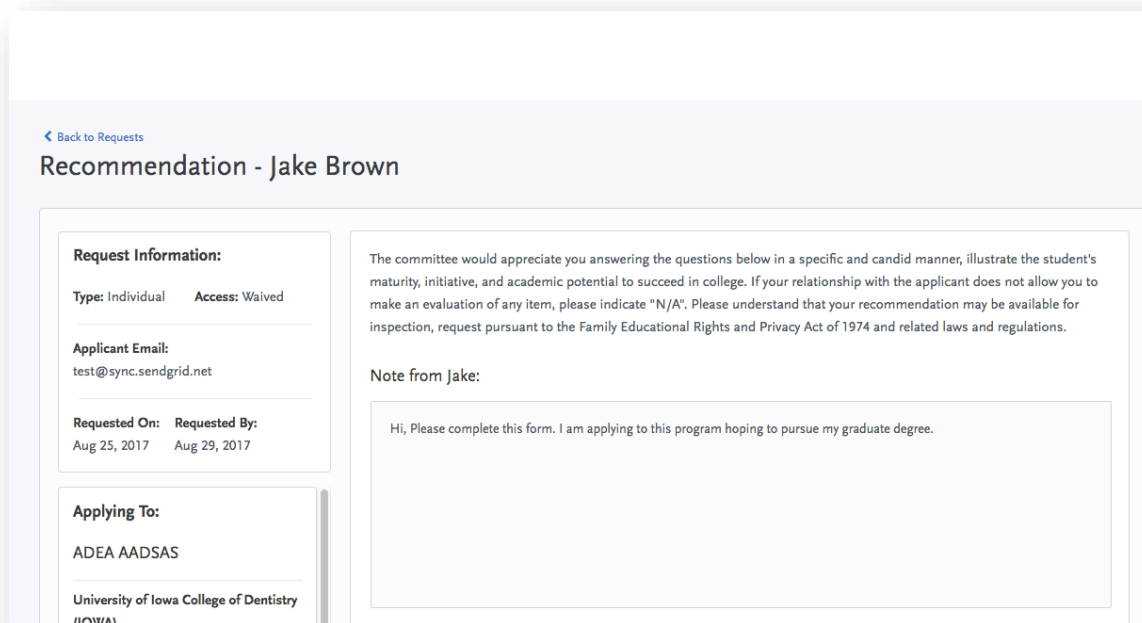
Choose an option

Please provide a short narrative about this applicant if you would like.

0/500

Instructions

It is now possible to add custom instructions that appear at the top of the request form. These instructions have a 1000-character limit.



[← Back to Requests](#)

Recommendation - Jake Brown

Request Information:

Type: Individual Access: Waived

Applicant Email:
test@sync.sendgrid.net

Requested On: Aug 25, 2017 Requested By: Aug 29, 2017

Applying To:

ADEA AADSAS

University of Iowa College of Dentistry (IOWA)

The committee would appreciate you answering the questions below in a specific and candid manner, illustrate the student's maturity, initiative, and academic potential to succeed in college. If your relationship with the applicant does not allow you to make an evaluation of any item, please indicate "N/A". Please understand that your recommendation may be available for inspection, request pursuant to the Family Educational Rights and Privacy Act of 1974 and related laws and regulations.

Note from Jake:

Hi, Please complete this form. I am applying to this program hoping to pursue my graduate degree.

Likert Sliders

New sliders in the Likert and Rubric scales allow users to easily click or drag to their desired rating.

Likert Criteria

Please select from the ratings in the below section.

	Not Observed	Poor (1)	Below Average (2)	Average (3)	Good (4)	Excellent (5)
Adaptability						
Conflict Resolution						
Empathy						
Intellectual Ability						
Interpersonal Relations						
Oral Communication						
Reaction to Criticism						
Reliability						
Self Awareness						

New Preview and Submit Workflow

Prior to submitting a form, users now see a preview of the information they entered and, if applicable, the uploaded document.

Recommendation Preview

Please review Sheima's recommendation:

I waive my right of access to this evaluation:	YES
How long have you known the applicant?	1-2 years
How well do you know the applicant?	Minimally
In what capacity do you know the applicant?	Instructor/Professor

REFERENCE RATINGS	Excellent (5)	Good (4)	Average (3)	Below Average (2)	Poor (1)	Not Observed
Adaptability			✓			
Conflict Resolution				✓		
Empathy	✓					
Intellectual Ability	✓					
Interpersonal Relations			✓			
Oral Communication	✓					
Reaction to Criticism	✓					
Reliability				✓		
Self Awareness	✓					
Team Skills	✓					
Written Communication				✓		
Overall Evaluation			✓			

RECOMMENDATION CONCERNING ADMISSION

Ready to submit?

BackSubmit

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Evaluation/Recommendation Types

Letters by Liaison also offers the ability to have separate evaluation/recommendation types for programs. For more information, see the [Release Notes](#) for Sprint 1.