How to Submit Interview Reports
Accepting or Declining Interviews
In the Assignments Tab in the Portal (https://ssc.apps.upenn.edu):

Each applicant assigned to you will appear in the “Applicants Assigned to You” box.

**Accept or Decline** interview assignments in this box by clicking either the green checkmark ✔️ or the red x ❌. If an interview is accepted it will move down to the In Progress box.

*Note: You will only be able to view an applicants contact information after an assignment as been accepted.*
Once an interview is accepted:

- The applicant will move down to the “In Progress” box.
- Contact information will be available via the icons below the students name. For more information on contacting students click here.
- If you are no longer able to conduct the interview, you can still decline it by clicking the red x icon. Declined interviews will no longer appear in your queue.

Legend: Icons

- Complete contact info (email, phone, address)
- Email address (this will open an email message to the applicant, using your preferred email system)
- Phone number (if one was provided in the application)
- Decline interview assignment
Recording Contact Attempts
To Record Contact/Attempts:

- Click **Record contact/attempts** on the right side of the “In Progress” box.
- Follow the onscreen prompts in the pop-up box.
- You MUST click the **Submit** or **Update** button in order to save your work.
To Record Contact Attempts:

- On the calendar, select the day that you attempted to contact the applicant.

- Choose the Method of contact from the drop down menu (Email/Phone/Other).

- If you would like to record a second contact attempt select “Yes” from the drop down. Otherwise, select “No.”

IMPORTANT!
You MUST hit the Submit or Update button to save your work!
If you are still working on your report:
Click the Still in Progress button if you are still working on the report and wish to finish it at a later time.

Note: This button will not save your work. You must click Submit or Update below to save your work.

If you have completed your report:
Click the Move to Completed button after you have completed the report for this applicant.

Note: This button will not save your work. You must click Submit or Update below to save your work.

IMPORTANT!
You MUST hit the Submit or Update button to save your work!
Preparing Reports
**Preparing Interview Reports:**

Use the dropdown at the bottom of the page to:

- Submit an interview report (through an online form or document upload)
- Confirm that a student never responded to multiple contact attempts
- Tell us the student declined to be interviewed
- Let us know that you are not ready to submit a report

**IMPORTANT!** You MUST still hit the Submit or Update button to save your work!
OPTION 1

Complete the Online Form (Recommended):

- Record the date your interview took place and indicate the type of interview.
- Generally, we recommend 3-5 sentences for each response. But feel free to write as much as you would like.
- You must complete ALL required sections (* denotes required field)

IN ALL CASES YOU MUST STILL HIT THE SUBMIT OR UPDATE BUTTON TO SAVE YOUR WORK!

IMPORTANT!

You MUST hit the Submit or Update button to save your work!
Completing the Online Form (cont.):

- Include evidence/details from the interview for each of the open-ended questions. You can always save this form and add more information later.
- Review your report to confirm you have completed ALL required sections (* denotes required field)
- Once finished, click the Submit button to save your work.
- Return to the top of the page and select “Move to Completed”

IMPORTANT!
You MUST hit the Submit or Update button to save your work!
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OPTION 2
Uploading a Report Document:
• Interviewers still have the option to upload a document.
• Complete all required fields (* denotes required field)
• Once finished, click the Submit button to save your work.

Note: Uploaded report documents are not visible for preview after they have been submitted.
Submitting Completed Reports
REPORT SUBMISSION

Have you:
• Completed all required fields?
• Clicked the Submit or Update button to save your work?

If so, click the **Move to Completed** button to complete the report submission process.

IMPORTANT!
You MUST hit the Submit or Update button to save your work!
Report Submission Confirmation

After submission you will see a pop-up message which indicates that your responses have been submitted.

Student profile information for

<table>
<thead>
<tr>
<th>Home school and major</th>
<th>Dual or joint program</th>
<th>Application date</th>
<th>Gender</th>
<th>Region code</th>
<th>Temp address</th>
</tr>
</thead>
</table>

Interview information

1. Use the form below to record contact attempts and/or complete the interview report.
2. Be sure to click "Submit" or "Update" at the bottom of the page to save your work!
3. After saving your work, select one of the following options.

Still In Progress

I clicked Submit or Update below to save my work, but I am not finished.
I will return later to update notes or submit a final report.
Keep this applicant 'In Progress.'

Move to Completed

I clicked Submit or Update below, and I have finished my report for this student.
Move this applicant to 'Completed.'

Your responses have been submitted.
Once an interview is submitted, the applicant will appear in the “Completed” box in the Assignments tab in the Portal.
Review Completed Reports
To Review Completed Interview Reports:

- Click Review report on the right side of this box to view your submission.
  Note: If you uploaded your report, you will not be able to preview the document.