

ONLINE RECOMMENDATIONS

A fully automated system

The Online Recommendations feature is an automated system that allows applicants to supply contact information for recommendations as part of the online application. EMPOWER will generate an email survey that is sent to the applicant's references, add all recommendations to the applicant's document track, and track received and missing recommendations.

Once an applicant submits an online application and it has been posted by the Admissions department, EMPOWER will create a temporary record for each reference provided by the applicant. The temporary record will be used by EMPOWER to automatically send an email to each reference, containing a survey link to view questions and provide responses. The email will also ask the reference if they would like their contact information stored within EMPOWER. If they respond no, the contact information will be deleted automatically once they've submitted the answers to the survey. If they respond yes, their information will be stored as a new record in EMPOWER and it will be connected to the applicant's record as a relationship. The recommendation requests will automatically be added to the applicant's document track and then updated when the references submit answers to the survey. Results of the survey will be added to the applicant's survey screen.

A fully automated system, the Online Recommendations feature eliminates the need for paperwork by sending the survey, tracking the recommendation and storing the document in the student's record. Students no longer have to go through the extra steps of obtaining and submitting their recommendations. In addition, admissions counselors are freed from tracking applicant recommendations since EMPOWER does it for them.

