



Tufts Alumni Admissions Program



**TAAP Chair Addendum
2011-2012**

**<http://taap.tufts.edu>
admissions.taap@ase.tufts.edu**

CHAIRPERSON RESPONSIBILITIES

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.

The Chairperson's responsibilities include:

- Develop an effective committee. The Chairperson works with the admissions staff to identify recruit and support alumni who will be enthusiastic, committed and well informed members of the local committee.
- Get to know the members of the committee well in order to identify their talents and abilities to determine how different members can contribute to the admissions effort.
- Encourage members to keep contact information current via *TAAP Online* (<http://taap.tufts.edu>) or by email (admissions.taap@ase.tufts.edu). Members should contact admissions directly with any changes to their membership status (i.e. taking a year off, terminating membership, etc).
- Coordinate representation at local college information programs, i.e. college fairs.
- Identify members of the committee to assist at *Tufts on Tour* events and spring receptions for admitted students and parents when requested by your regional admissions officer.
- Assign interviews to members in *TAAP Online* in a timely manner. When possible, assign students to members who may have similar 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. The Chairperson may provide tips to members of the committee that will improve the quality of his or her interview reports.
- 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.
- Communicate regularly with the admissions office about the committee's progress and forward suggestions for programmatic improvement.

COMMITTEE MANAGEMENT

MEMBER RECRUITMENT

The notable growth of Tufts' applicant pool over the last decade has made it necessary for TAAP committees to continually recruit new members. Through the admissions office, we can send a solicitation letter or email to alumni in your region. Consider contacting the regional Tufts Alumni Regional Chapter chairperson; the chair can be a great resource for you, either by suggesting individuals in the area who would make great interviewers or advertising for TAAP in a newsletter or at an event. You can find a list of Alumni Regional

Chapters with chairperson contact information at <http://www.tuftsalumni.org/connect-with-alumni/chapters/>. Work with your regional admissions officer to come up with additional recruitment techniques. We are dedicated to helping you increase your committee membership, especially with recent graduates. Regional admissions officers can be found at <http://admissions.tufts.edu/?pid=125&c=113>.

SEASONAL WELCOME

At the beginning of each fall, it is important to reconnect with returning interviewers and welcome new committee members. Consider sending an email or letter to the group reiterating the role of the committee in both outreach in your community and interviewing Tufts applicants. Be sure to accurately represent the time needed to complete various activities, such as representing Tufts at a college fair or writing an interview report. You may want to include the committee's performance from previous years and set goals for the current season; for example, last year your committee completed 65% of the interviews for students in your region and this year you would like to set 75% as your goal. Through email or a phone conversation, you should query your members to determine how many interviews each member can complete over the course of the season, if they would like volunteer for college fairs, when they might be unavailable to interview, and if they are related to or have any other connections with a student in the applicant pool. Be sure to note any upcoming training opportunities like a *Tufts on Tour* event or a fall TAAP meeting if one is scheduled.

ONGOING TRAINING OF MEMBERS

Fall committee meetings and *Tufts on Tour* events 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 fairs 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. Similarly, you may have a first time interviewer that needs a little more guidance. Direct new interviewers to the pertinent sections of the TAAP Handbook and email 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. Follow up with first-time college fairs 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. 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 if you have questions about critiquing an interview report.

COLLEGE FAIRS

Each year the admissions office is invited to send a representative to hundreds of college night/day 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. College fairs typically are organized by a high school, school district, or special interest group. They may cover the student

population in more than one school; some include the entire community. Most will include parents as well as students.

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.

Once a committee member has agreed to staff a college fair, send the member's name and contact information (name, phone, email and address where the volunteer will receive a box or package of materials for the event) to the admissions assistant who originally contacted you regarding the fair. 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 Tufts poster to display
- literature about Tufts for the display table
- *Frequently Asked Questions*
- college fair tips
- a college fair evaluation
- a pre-address envelope.

The TAAP volunteer covering the fair should 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 at: http://taap.tufts.edu/alumni_training.htm.

TAAP ONLINE

Accessible from the TAAP website (<http://taap.tufts.edu>), *TAAP Online* is the online information management system that facilitates the interview assignment process. Your username and password will be included in the fall TAAP 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 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.
- Access password protected resources (like the TAAP Handbook and this Chair Addendum).

Please note that help screens are available at various points of the site to answer any questions you might have. 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 in the bottom 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 functions in brown (category descriptions can be found in the next section):

- All Applicants
 - All applicants assigned to your committee regardless of current interview status. From left to right the chart provides the last name (“Last”), first name (“First”), name of the assigned interviewer if available (“Interviewer”), college to which the student applied (“Coll”), the cycle to which the student applied- Early Decision, Early Decision 2 or Regular Decision (“ED Status”), Chair Status (“Status”), where in the interview cycle the interview is from interview accepted or declined to interview report submitted (“Interview Status”), date and time of the last change in the applicant/interview status (“Status Chg”).
- Quick Assign
 - All applicants assigned to your committee that need to be assigned to an interviewer. From left to right the chart provides a drop down field of active

interviewers from which you can assign an interviewer, the last name (“Last”), first name (“First”), college to which the student applied (“Coll”), the cycle to which the student applied- Early Decision, Early Decision 2 or Regular Decision (“ED Status”), name of the student’s high school (“School”), date and time of the last change in the applicant/interview status (“Status Chg”).

- Unassigned Interviews
 - All applicants assigned to your committee that need to be assigned to an interviewer. From left to right the chart provides the last name (“Last”), first name (“First”), the cycle to which the student applied- Early Decision, Early Decision 2 or Regular Decision (“ED Status”), name of the student’s city (“City”), date and time of the last change in the applicant/interview status (“Status Chg”).
- Assigned Interviews
 - All applicants you have assigned to a TAAP member for an interview. From left to right the chart provides the last name (“Last”), first name (“First”), name of the assigned interviewer if available (“Interviewer”), college to which the student applied (“Coll”), the cycle to which the student applied- Early Decision, Early Decision 2 or Regular Decision (“ED Status”), Chair Status (“Status”), where in the interview cycle the interview is from interview accepted or declined to interview report submitted (“Interview Status”), date and time of the last change in the applicant/interview status (“Status Chg”).
- Completed Interviews
 - All interviewed applicants with interview reports submitted. From left to right the chart provides the last name (“Last”), first name (“First”), name of the assigned interviewer if available (“Interviewer”), college to which the student applied (“Coll”), the cycle to which the student applied- Early Decision, Early Decision 2 or Regular Decision (“ED Status”), Chair Status (“Status”), where in the interview cycle the interview is from interview accepted or declined to interview report submitted (“Interview Status”), date and time of the last change in the applicant/interview status (“Status Chg”).
- Members
 - Lists all current committee active committee members. From left to right the chart provides the TAAP members 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”).
- 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 or terminating their membership. Follow up with an email to admissions.taap@ase.tufts.edu with an explaining for why the member is terminating their membership.
- Inactive Members
 - Lists inactive committee members and allows you as chair to activate these members.
- 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
 - Tab request for you to indicate if you are willing to share you contact information on our Counselor Connection website (a password protected website for high school guidance and college counselors).
- ED 1 Decisions
 - List of all the applicants assigned to your TAAP committee who applied Early Decision 1 to Tufts and their admissions decision. From left to right the chart provides last name (“Last”), first name (“First”), name of the assigned interview if available (“Interviewer”), college to which the student applied (“Coll”), the cycle to which the student applied- Early Decision, Early Decision 2 or Regular Decision (“ED Status”), Chair Status (“Status”), Chair Status (“Status”), date and time of the last change in the applicant/interview status (“Status Chg”).
- ED2 Decisions
 - List of all the applicants assigned to your TAAP committee who applied Early Decision 2 to Tufts and their admissions decision. From left to right the chart provides last name (“Last”), first name (“First”), name of the assigned interview if available (“Interviewer”), college to which the student applied (“Coll”), the cycle to which the student applied- Early Decision, Early Decision 2 or Regular Decision (“ED Status”), Chair Status (“Status”), Chair Status (“Status”), date and time of the last change in the applicant/interview status (“Status Chg”).
- All Decisions
 - List of all the applicants assigned to your TAAP committee who applied through any admission cycle (ED 1, ED 2, or Regular Decision) Tufts and their admissions decision. From left to right the chart provides last name (“Last”), first name (“First”), name of the assigned interview if available (“Interviewer”), college to which the student applied (“Coll”), the cycle to which the student applied- Early Decision, Early Decision 2 or Regular Decision (“ED Status”), Chair Status (“Status”), Chair Status (“Status”), date and time of the last change in the applicant/interview status (“Status Chg”).

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 lists 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 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 Stat
 - 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: Interview chooses this status in TAAP Online to indicate they will conduct the interview.
 - Contact Initiated: You have initiated contact with the student.
 - Interview Scheduled: You have scheduled an interview with the student.
 - Interview Completed: You have interviewed the student but you have not submitted the report.
 - Interview Submitted: You have 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 to 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. This is space should be used to note communication you may have had with the student regarding interview times, locations, etc, not information about the student.

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: chose an interview 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 readily available.

Once you make an interview assignment an email will be sent to the interviewer notifying them of the assignment and prompting them to contact the applicant. The interview assignment will also appear in their 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 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 “Interview Submitted.”

A reminder that help screens are available at various points of TAAP Online to answer any questions you might have. 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.