

Enter Interview Outcomes in Cityspan

Click **Activities** from the main menu, running vertically along the left side of the screen

1 Click on the program link

★ If you don't see your program listed on the Activities page, make sure your term is correct

2 Click on the Interviews tab

3 Enter an interview outcome for every applicants by clicking on the drop down menu next to each name

Remember to save

A red asterisk means no interview outcome has been entered

All waitlisted applicants appear in blue

The number in parenthesis is how the applicant ranked the program on the application

A field to type in notes can be used to further explain an interview outcome

Interview Outcome Options:
 Recommend Enroll
 Recommend Audit
 Do Not Enroll
 Not Interviewed

If you enter an interview outcome of "Do Not Enroll" or "Not Interviewed," you must select a reason from the drop down menu