

Add Student Recruiting Note

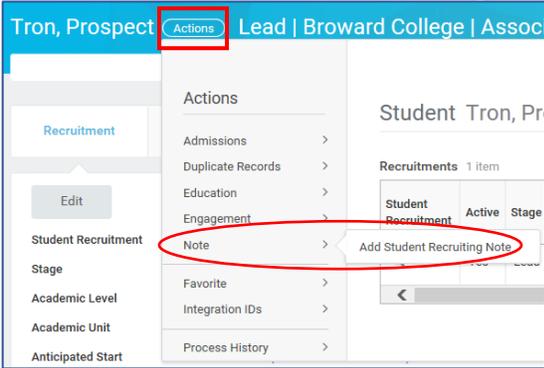
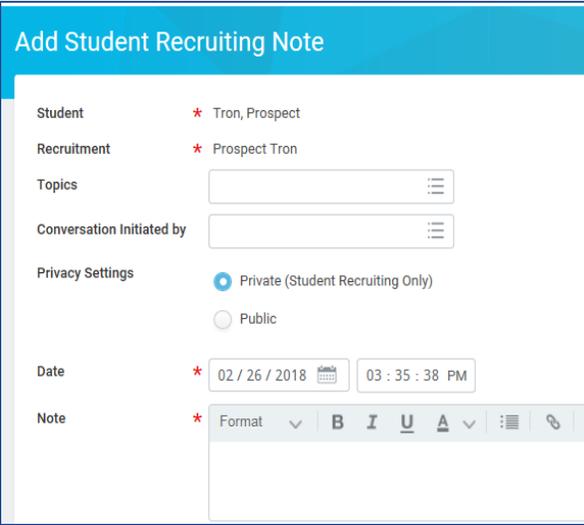
PURPOSE

The purpose of this job aid is to document conversations with the student through Student Recruiting Note. Only Supervisors will have access to edit the Engagement Conversations.

TASK WITHIN THIS JOB AID

Add Student Recruiting Note

PROCEDURE

Step 1	Find student and click Actions button next to person's name
Step 2	Hover over Note and select Add Student Recruiting Note <div style="text-align: center; margin-top: 10px;">  </div>
Step 3	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;">  </div> <div style="flex: 1; padding-left: 20px; vertical-align: top;"> <p>Select Topics drop down menu and choose category: Student Recruiting</p> </div> </div>

<p>Step 4</p>	<p>Select the student recruiting topic that applies to the outcome of your outreach</p> <div data-bbox="574 264 1190 783" data-label="Image"> </div> <p>Phone Call Successful – if you spoke to the Student/Prospect Phone Call Unsuccessful (no contact) – if you did not speak to the Student/Prospect and could not leave a voice message Phone Call Unsuccessful (voicemail) – if you left a voice message [There's no need to use "Tell Us More About Yourself"]</p>
<p>Step 5</p>	<p>Select Conversation Initiated by drop down menu and choose Institution (if you called the Student/Prospect) or Student (if they called you.)</p>
<p>Step 6</p>	<p>Select Privacy Setting - Public</p>
<p>Step 7</p>	<p>Add Note</p>
<p>Step 8</p>	<p>Click OK</p>

