**TA/RA Application Tracker – Applicant Form Submission Demonstration**

This guide provides a detailed demonstration of how a **student applicant** (in this case, acting as a Teaching Assistant) fills out and submits a form using the **Student Assistant Application Form**. It also walks through how the data is stored in the SharePoint list and how professors can view and act on that data.

**1. Accessing the Form as an Applicant**

To access the application form:

1. Go to the **SharePoint list** where the form is hosted.
2. Click on the **“Forms”** button in the top taskbar.
3. Select the specific form you want to send (e.g., *Student Assistant Application Form*).
4. Click **“Copy Link”** and send this link to the applicant.
5. The applicant pastes this link into their **browser** to begin the form.

**2. Filling Out the Application Form**

The form begins with a welcome message like:

“Please fill out all required fields. For concerns, contact the department.”

**➤ Sample Form Entry (Acting as an Applicant – Omar Tariq Ahmed):**

* **Semester of Application**: Fall
* **Date of Application**: April 7
* **Name**: Omar Tariq Ahmed
* **G-Number**: 89898989 (8 characters required)
* **Email**: [sample@gmail.com]
* **Phone Number**: 571-571-5711

**➤ Attachments:**

* *Example Resume* (PDF)
* *High5 Results* (for demonstration only applicants may include transcript, certificates, etc.)

**➤ LinkedIn & Academic Info:**

* **LinkedIn**: [applicant profile URL]
* **GPA**: 4.0
* **Graduation Semester**: Spring
* **Graduation Year**: 2025
* **Wage Worker**: Yes
* **Prior Degree**: Computer Science
* **Industry Experience in IT**: Yes

**3. Conditional Fields (Branching Logic)**

The form uses **branching logic** to only show relevant fields based on answers:

**➤ Example:**

**Question:** *Do you have prior experience with GMU?*

* If **No**: Additional fields appear onboarding package, I-9, background check, etc.
* If **Yes**: These onboarding-related fields are **skipped** since the applicant already completed them in the past.

**In this example**:

* Omar selects **No**, so all onboarding fields are shown and answered:
  + **Onboarding Package**: Yes
  + **I-9 Completed**: Yes
  + **Background Check Completed**: Yes

**4. Role Preference and Experience**

**Are you applying to a TA role?** → Yes

* **TA Experience (semesters)**: 2
* **Courses TA’d for**: IT 493
* **Areas of Interest**: Computer Science
* **Available to Work**: Full-time

**Are you applying to an RA role?** → No

* Since the answer is No, all RA-specific questions are skipped automatically via branching.

**5. Submitting the Form**

* Click the **Submit** button.
* A confirmation message appears:

“Your response has been submitted. Thank you.”

**6. Viewing the Submitted Application**

Immediately after submission:

1. Return to the **SharePoint list**.
2. **Refresh** the page.
3. A new entry appears at the bottom (in this example: **#95**).
4. The row contains all submitted data:
   * Name: Omar Tariq Ahmed
   * G-Number: 89898989
   * Email, Phone, Semester, Resume, etc.

**7. Reviewing the Applicant Profile**

Instead of scrolling through the list manually:

* **Double-click** the new entry.
* A **profile panel** will open with a structured view of the applicant's submission.
* The panel includes:
  + Uploaded documents (resume, transcripts)
  + Personal details
  + TA experience
  + Status indicator (e.g., *Interview In Progress*, *Hired*, *Denied*)

This profile view is part of the **custom panel layout** explained in the **Feedback & Profile Layout Tutorial**. Professors can now:

* Review the application
* Leave feedback
* Change the applicant status
* Communicate with other reviewers via the feedback thread

**8. Summary**

This demonstration walked through a **live applicant submission** process, including: ✅ Accessing the form  
✅ Filling out fields with branching logic  
✅ Uploading attachments  
✅ Submitting the form  
✅ Viewing the data in the SharePoint list  
✅ Accessing the profile panel to review the applicant

This flow gives professors and hiring coordinators a streamlined and organized way to handle TA/RA applications efficiently within SharePoint.