**TA/RA Application Tracker – Feedback System & Profile Layout Tutorial**

This guide outlines how the **feedback system** works in the SharePoint list, as well as how the **applicant profiles** are displayed and managed.

**Accessing the Application List**

To access the TA/RA Application Form list:

* On the **left-hand panel** of your SharePoint site, click on **“TA RA application form.”**
* This opens the list containing all applicant profiles.

**Viewing Applicant Profiles**

Each profile exists as a row in the SharePoint list. For a more detailed view:

* **Double-click** a profile to open a side panel with a cleaner, structured display of the applicant’s information.

**Using the Feedback Section**

On the right-hand side of the profile view, you’ll find the **Feedback Section**, where professors can:

* Leave **comments** on the applicant’s performance.
* **Rate** the TA/RA.
* Use **hashtags** to categorize or tag the applicant.

**Example:**

You can write something like:

“This applicant showed strong leadership during lab sessions.”  
Then click **Send**, and your comment will appear in the feedback section.

You can:

* **Edit** your own comments.
* **Delete** any comment, even those made by others if necessary (e.g., if a comment is no longer relevant).

**Tagging Other Professors**

If you want to ask another professor (e.g., Juliet) a question about a TA:

1. Click on **“Assign”**.
2. Select the professor's name.
3. Click their **email address**.
4. Write your question and click **Send**.

That professor will receive an **email notification** and can reply by:

* Clicking **Reply** on your comment.
* Tagging you using your email.

This keeps communication clear and documented within the system.

**Profile Layout Structure**

The profile panel is organized into clear **sections**, such as:

* Personal Information
* Static Application Info
* Work & Research Experience
* TA Information

At the **bottom**, you’ll find:

* **Resume**
* **Transcript**  
  Clicking on them will **download the files** directly.

**Managing Applicant Status**

At the top of each profile is a dropdown field showing **Applicant Status**.

**Status Options:**

* **Interview In Progress** – Select this if you're actively interviewing the candidate. It signals to others that this applicant is currently under consideration.
* **Hired** – Select once the interview is successful. This locks in the applicant and begins onboarding.
* **Denied** – Select if the applicant was not a good fit. Others may still choose to consider this person afterward.

This process prevents overlap, confusion, and keeps everyone in sync about each candidate’s status.

**Customizing Profile Layout**

To modify the layout of a profile:

1. Open a profile.
2. Click the icon next to the **X (close button)** it looks like a **book with a pen**.
3. Click **“Configure Layout.”**

This reveals the **custom code** used to design the layout. You can:

* Edit the code directly to change how the panel looks.
* Learn more about SharePoint formatting by clicking the **“Learn More”** link, which takes you to Microsoft’s documentation.

**Summary**

This tutorial covered:

* How to access and navigate the TA/RA application list.
* How to use the feedback and comment system.
* Tagging and communicating with professors.
* Tracking the status of applications.
* Structuring and customizing the profile layout with code.

This system ensures organized review and feedback, promotes collaboration, and helps streamline the hiring process for TA/RA positions.