

How to review applications for WLI

- Log in and click “Continue into Judge Portal”
- You can download all applications to a PDF if you want to by clicking “Download all to PDF” on the right of the page. You can also download each one individually or just view them within the review portal.
- Click VIEW APPLICATION to get started
 - Content will be listed in two columns: on the left, it should show you the name of the applicant. Click “Next” here to view their full submission:

Entry Information → Water Leadership Institute 2019 Application

Name of Applicant *

First Name: Maggie Last Name: Siddle

Next

Siddle, Maggie
[Recuse Myself from Judging this Submission](#)

Category: General

Application # 1274
[Download as PDF](#)

Evaluation Form

Career Path/Experience *

- On the right side, you will find the review form.
- If you have a conflict of interest, you should click “Recuse Myself from Judging this Submission”.
- There are three questions. Select a number from the drop down to score their application, with 1 as the worst and 10 as the best.
- For the Leadership Commitment dropdown, it asks you to consider the applicant’s answers to two questions and combine them into one numerical score.
- At the end of the review form there is a comment box. Write down all of your thoughts about this person’s application
- At the bottom of the review form you have three options.
 - Cancel and Go Back will not save your scores and will take you to the previous page where all the applications are listed.
 - Save and Back to List will save your scores and take you to the previous page.
 - Save and Go to Next will save your scores and take you to the next application so you can continue to review them.