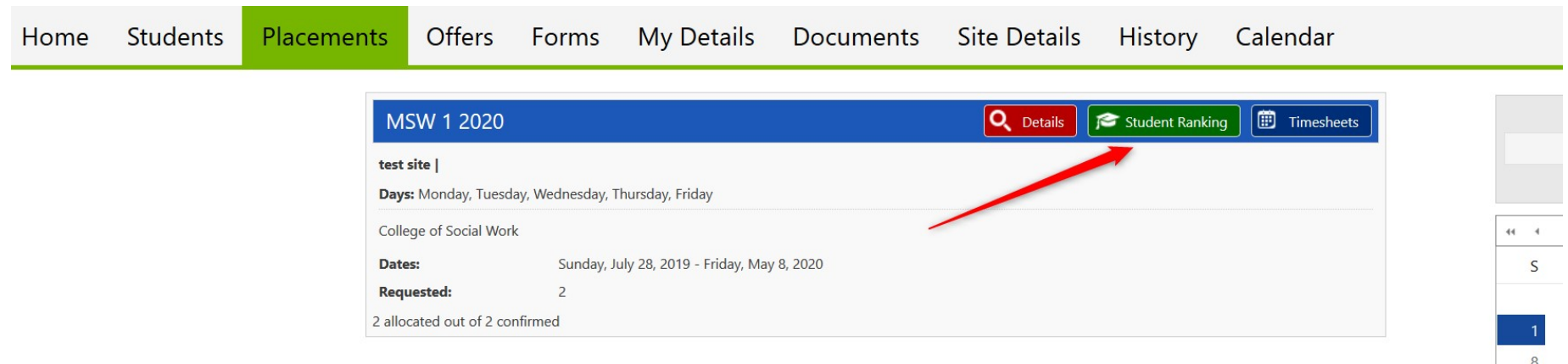


Sonia Tip Sheet for Ranking Statuses (For Education Coordinators)

Next steps after receiving student information:

Please log in to Sonia online <https://sonia.csw.osu.edu/soniaonline> to indicate your willingness to interview the student(s). Once you log in to Sonia Online, click on the Placements tab and then click "Student Ranking".



Home Students **Placements** Offers Forms My Details Documents Site Details History Calendar

MSW 1 2020 Details Student Ranking Timesheets

test site |

Days: Monday, Tuesday, Wednesday, Thursday, Friday

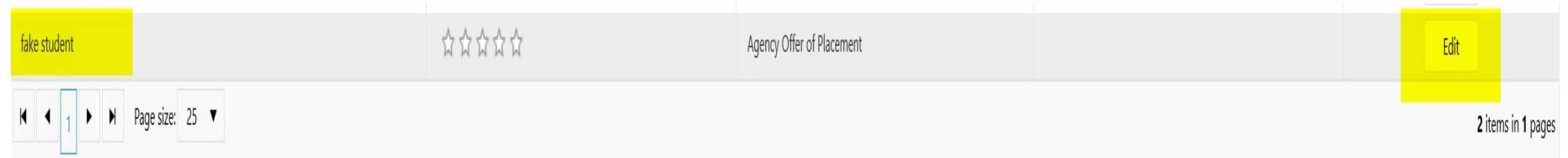
College of Social Work

Dates: Sunday, July 28, 2019 - Friday, May 8, 2020

Requested: 2

2 allocated out of 2 confirmed

On the next screen, click "edit" on the line next to the student who you are considering:



| | | | |
|--------------|-------|---------------------------|------|
| fake student | ☆☆☆☆☆ | Agency Offer of Placement | Edit |
|--------------|-------|---------------------------|------|

Page size: 25

2 items in 1 pages

Another screen will appear. On that screen, select whether or not you would like to interview the student, add comments if you wish and click save.

Agency Offer of Placement

STUDENT DETAILS ✕

Gammon, Jaime Email: gammon,34@osu.edu | Cell phone: 740-219-2265

Rating

Rating
☆☆☆☆☆

Status
None ▼

Comment

Save Cancel

Select from the Following Ranking Statuses:

- Willing to Interview
- Not Willing to Interview

If you select “Willing to Interview” the student will contact you arrange the interview date and time. You may also contact the student. After the interview, please log into your account and repeat the steps above to indicate an update to the student ranking status.

Select from the Following Ranking Statuses:

- Agency Offer of Placement
- Declined Student After Interview

If you make an offer, the student will either accept or decline the offer in Sonia. If they accept the offer, you will receive a notification with this information.