wizehive

5 Biggest Benefits of an Improved Application Process

and the Steps to Help You Get There

There's an adage that nothing worth having comes easy.

We couldn't disagree more.

Your main goals in improving your application process are worth it, and getting there can be easy. WizeHive was founded on finding simpler ways to get more done, and our easy-to-use Zengine platform allows you get more applications, better qualified candidates, make the review process smoother, save time and money, and improve your impact reporting. See how upgrading to a cloud-based application management system can make your life easier.

1.

Get More Applicants

We've heard it time and time again from our customers — there is always a push and a need to get more applicants. Whether you are managing a grant, scholarship, accreditation, administrators are always looking for ways to increase the number of submitted applications. While your outreach and marketing efforts can get them to the form, its the application itself that will determine if they submit. How can you improve?

Simplify your form.

Every question you ask in your application is an important one -- otherwise you wouldn't ask it! -- but applications with a never-ending list of questions can be daunting for applicants. Cutting down the number of questions in your form (or how many questions your application appears to have) can help. This can be accomplished in two ways:

1. Conditional Fields. Through the use of conditional fields, you can ask applicants questions and then dynamically display the next question. For example, if an applicant indicates that they are a business major, you can dynamically display another question that asks their particular field of study. Conversely, if the applicant states that they have a 3.0 grade point average, there is no need to ask them a set of questions that are only relevant for students with a 3.5 grade point average or above.

2. Pagination. Instead of putting all your questions on a single page, requiring the applicant to continuously scroll through a never-ending list of questions, think about breaking your application form up into tabs of questions. Reducing the number of questions you ask on each page will make the application look less overwhelming to your applicants.

Allow for stop and save.

If your application is within a submission portal, your applicants can begin their application, then save and take a break when they need a rest or want to work on an answer offline. This will ensure applicants are submitting their best work and aren't giving up and abandoning the application when it gets difficult or too time-consuming. Through the administrative dashboard you'll be able to see exactly who has saved their application but not finished, and can easily nudge them to complete and submit via batch emails.

Reduce barriers to entry

Some questions or requirements will deter or even prohibit a would-be applicant from completing their submission. Consider your audience and adjust accordingly to make it as approachable as possible; for example, consider having applicants upload a video profile or response instead of writing a long essay.

2.

Collect Better Quality Applications.

Like many, you're probably looking to increase the quality of the applications you receive, too, since reviewing unqualified or incomplete applications can eat up a ton of time.

The quality of the applications you receive from applicants is based on two factors: the degree to which the applicants are qualified for your grant, scholarship, or award and the substance of the information collected in your application. Let's discuss how you can go about tackling both of these.

Use eligibility quizzes.

To get the best possible applicants, setting eligibility criteria and pre-scoring applications is a good start. Giving applicants a short eligibility quiz before they're allowed to complete the full application is a great time saver both for applicants and for you, because it will:

Confirm that applicants are qualified to apply for your grant, scholarship, or award and that they meet any requirements or prerequisites.

Prevent unqualified applicants from spending their time filling out a form for something they're not eligible for.

Save your administrative and review teams from sorting through unqualified or incomplete applications.

Clarify your instructions.

Where and how you place instructions is important. Are instructions located before sign-in / sign-up, at the beginning of the application, or throughout the application form itself? Is the text font easy to read and directive? These are all things to consider. The type of instructions (text, video, image) are also important. Your goal is to make it as simple and easy as possible for your applicants to provide you with a quality application.

Make submitting ancillary documents easy.

Does your application require a letter of recommendation or a transcript? What about a budget or portfolio? Uploads into your application should be simple. With WizeHive's submission portal, applications can even email contacts right from the application to request letters and other documents, and the contacts' responses are saved directly into the file when sent.

3.

Save Time and Money.

With a little prep work and setup, you no longer have to imagine life without all the paperwork! Less paperwork means less manual work, and as a result, significant time and cost savings. Here's how to make that happen.

Automate processes.

Today, almost every part of the application process can be automated. As you set up your program in your application process platform, be sure to take advantage of all built-in tools like automatic emails, thank you notes, reminders, reviewer assignments, and more.

Streamline your workflow.

When you upgrade to an integrated solution like WizeHive, you'll experience reduced costs by:

✔ optimizing staff hours spent on collecting and organizing applications

✔ cutting spending on collateral, such as, paper, copying, printing, and postage

✔ reducing labor-related errors and re-work

✔ shortening the time-frame to deploy and manage an existing process or start a new application process

4.

Help Busy Reviewers.

Our customers are often interested in how their jobs could be easier with a solution like WizeHive, but even more thrilled to hear how much better the applicant and reviewer experiences will become. We've already talked about how applications will be easier for your applicants to tackle … here's how your reviewers can benefit.

Automate reviewer assignments.

Each organization has its own unique workflow when it comes to reviewing submissions. If you don't need every reviewer to check every application, automation tools can be a lifesaver. Simply assign rules to each of your team members, and they will receive an email when an application is ready for them to review. So if Bob Smith gets only applications from applicants in Florida, that's all he's alerted to. If Jane Wilson only reviews those from students who graduated from a particular high school, that's all she needs to worry about. Their respective reviewer portals will also only show the applications they have on their plates. You can even automate multiple rounds of review, having those that pass a first round then be forwarded to a secondary team of reviewers.

Create a cleaner review environment.

Inside that reviewer portal, allow your reviewers to clearly see the information they need to make their selections. A convenient side-by-side view allows the screen to display the application and all uploaded docs on the left and the scorecard on the right, making for easy reference and quicker reviewing.

Remove the math.

Want to score each application for the fairest awarding, but don't want that onus on your reviewers? Our score cards can be set up to display basic questions but carry various weights, and the database can convert their checkbox or radio button responses into total scores.

5.

Improve Your Impact Reporting.

Most application solutions on the market end their feature list with awarding, but you know the lifecycle of a grant or scholarship continues. Use a submission portal for the application, and that database can also serve as the destination for all post-award reporting. using the same log in information they already have, your recipients can log in to take quarterly progress report surveys, submit updated budgets, upload presentations, and more. By requiring reporting as part of your award and building it seamlessly into the platform, the important data you need becomes more plentiful and easier to access.

How much can a solution like Zengine improve your process?

Before moving online, one of our customers was spending about $500,000 per year managing their programs in staff hours alone. After implementing a WizeHive solution, overhead costs were reduced by $400,000 per year, allowing them to add 30 new programs and increasing application inflow by 2400%.

Want to learn more about how WizeHive can improve things for you?

Call 1-877-767-9493 or request a demo now.