

FELLOWSHIP PROGRAMS



Embark understands Fellowship Program Management.

Embark has been working with graduate division officers, as well as undergraduate admission professionals, to develop and deliver customer-centric, web-based solutions to IHEs (Institutions of Higher Education) since 1995.

Embark's CRM (Constituent Relationship Management) solutions include robust database management, integrated communications, custom web forms, and flexible scheduling systems through a hosted SaaS (Software as a Service) model. Embark solutions ensure success for your Fellowship Program enabling you to leverage resources, streamline processes, increase productivity, and optimize selection of the best candidates for your Fellowships.



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FELLOWSHIP PROGRAM SOLUTIONS



PROVIDE 24 X 7 SELF-SERVICE FOR YOUR FELLOWSHIP CANDIDATES

- Inquire online or apply with secure login, session-based, personal accounts
- Start, stop, and return to complete applications or create PDFs of works in progress anytime
- Upload personal statements, resumes, work samples, and other documents supporting their applications
- Request professional references – with notification, reminder, and thank you emails sent automatically to references – for their secure electronic submission
- Pay application fees via PCI compliant electronic funds transfer or credit card processing
- Track the status of their application or confirm receipt of supporting documentation and references without having to contact your office
- Register to attend events, schedule interviews or faculty meetings, participate in surveys, or complete response forms as prompted
- Receive relevant, timely, personalized messages from program staff and faculty

MANAGE YOUR DATA

- Locate, view, maintain, and edit fellowship candidate profiles quickly and easily with intuitive web browser interface and simple navigation
- Input new candidate records through easy to use web forms or custom file format imports or bulk loaded from other sources – complete with duplicate checking and resolution
- Access all candidate profile information, application data, and activities – including internal comments, automated system user and date stamps, phone and in person contacts, print correspondences, emails, event registrations, interviews, supporting documentation, and other custom information defined by your institution and built for your processes – all in one integrated view
- Create custom UDFs – user defined fields – specific to your program requirements
- Generate statistics, reports, and custom queries – in real time, any time – for online review or to download or export your own custom format files

CONTROL YOUR WORKFLOW

- Preserve data integrity and control data access by assigning role-based or individual-level administrative privileges with granular permission settings for access to specific system functions and for granting and/or blocking view and/or edit privileges on selected groups of candidates and/or limited sets of data fields
- Manage application reviews, interview scheduling, event enrollments, automated reporting functions, candidate ratings or rankings, and other custom configured processes specific to your program staff and faculty – all within the Embark online solution

INTEGRATE YOUR COMMUNICATIONS

- Create HTML-enhance emails with images and tracked hyperlinks, quickly and easily
- Send automated email campaigns to groups of candidates or ad hoc individual messages
- Target your messages to select candidates per your specifications
- Personalize your messages with any number of merge fields from candidate records
- Track open, bounce, and click-through rates on email campaigns
- Customize automated system messages triggered by candidate actions such as scheduling an interview, submitting an inquiry, or starting an application