

Module 7: Loan Approval
Learning Activity
Activity #2 – Suggested On-the-Job Learning Tasks



Put the information you know into action! This activity encourages you to complete several short, on-the-job learning tasks. Each task will introduce you to a different aspect of the loan approval process discussed in Lessons One and Two of this Module. A list of the activities and an organizer to assist in reflecting on the activities is provided.

Activity #2 Instructions: Print out the list of activities and the worksheet provided in this document. Discuss the tasks with your supervisor to ensure all are relevant to your position. Proceed with completing each task. After completing a task take time to collect your thoughts and think about how you will implement the task on your own in the future using the worksheet provided. You may prefer to print more than one worksheet/organizer for each task.

- Task #1** - Log into the UniFi System.
 - ✓ Select an existing application.
 - ✓ Using the DLOS Training Manual, Underwriting Chapter:
 - Access and review the Prequalification Screens from the Underwriting menu to determine if the verifications are current and correct.
 - Access and review the Stage Updating Screen from the Underwriting menu.
 - Access and review the Approved Loan Terms Screen from the Underwriting menu.
 - ✓ Log off the UniFi System correctly.

- Task #2** - Assist staff member with Loan Obligation/Check Request.

- Task #3** - Observe at least two applicant orientation interviews. Have your trainer observe you conduct a applicant orientation interview.

- Task #4** - Have your trainer give you an application that is ready to approve and develop a loan approval narrative for the loan.





On-the-Job Task Reflection

What? *Briefly Describe the Task:* _____

Why? *What purpose does this task serve in administering the SFH Direct Program?*

When? *At what point in the loan administration process will you complete this task?*

Who? *What parties are involved in completing this particular task? What is each party's responsibility in completing the task?* _____

How? *What are important steps and/or tips to remember as you complete this task in the future?* _____

What un-answered questions do you have about the task you completed? (Ask your supervisor about these questions.) _____

