COLLECTING ADDITIONAL DOCUMENTS IN CAREERS AT UF: FACULTY & POSTDOCS

A common strategy for narrowing down a large applicant pool is a two-stage search. This instruction guide will walk you through the process for requesting additional documents from certain applicants after the pool has been narrowed.

For instance, let's say that your search has received applications from 100 people. After a first review, the search committee narrows the pool to 20 applicants. From those 20 applicants, the committee wants to request confidential letters of recommendation from only those applicants. Here's the steps you should take.

NOTE: To use this functionality, the position must have the **Applicants may add additional documents** box checked. If you did not check this box upon creation of the position, you will need to edit the position to allow for the uploading of additional documents.

NAVIGATION

To get started, navigate to my.ufl.edu and use one of the following navigational paths:

1. Click the Nav Bar icon

3. Click Human Resources

- 2. Click Main Menu
- OR
- 4. Click **Recruiting**
- 5. Click Faculty/Postdoc Requisitions
- 1. Click the Nav Bar icon
- 2. Click Main Menu
- 3. Click Human Resources
- 4. Click UF Departmental Administration
- 5. Click Faculty/Postdoc Requisitions

LOGGING INTO YOUR ACCOUNT



If you already have an Interfolio Dossier account, you will be prompted to select an account upon logging into the system. Be sure to click **University of Florida** when evaluating positions.



Additionally, if you wish to switch accounts while already in the Careers at UF system, simply click your name in the upper right-hand corner of the screen. Then click either Interfolio Dossier or University of Florida. REQUESTING LETTERS OF REFERENCE OR OTHER DOCUMENTS FROM CERTAIN APPLICANTS

1. Access the applications for the position by clicking the position title.

Home waity Search	University of Florida Sandbox > Positions							
Positions	O. Deventi Postturia Filter Clear Filters							
Administration Reports Users & Groups								
	Type States	Active o	r Closed?					
	· · ·	✓ Active	×					
	Position *	Robus #	Application Information 0					
	Assistant Professor 2102000 - NR (ND BIODOLAVIDRAL NUR SC. 1. Tenze Track Faculty 1. (D 4005	Accepting Applications	8 applications Opens: Aug 21, 2018					
	Associate or Full Pholesoor (Feet), Delka Smith Endowed Chain 2102000 - Nitrans Broechkhold, Noti Sci 1 - Innare metit handy 1 - 0.4446	Accepting Applications	4 applications Openn: Aug 16, 2018					
	Clinical Assistant/Associate/Full Professor 5103000 - NHORS BIOECKWORKA, NURSCI Malt-Track Recity 10:4518		8 applications Open from Aug 23, 2018 - Sep 6, 2010					
	Research Assoc Professor 3103000 - NR 085 608004M0RALNURSCI Non Tenure Tack Faculty 10.4319		8 applications Opens: Aug 23, 2018					

You will see the list of applicants for your position listed in a table.

2. Select the applicants from the list from whom additional materials are sought by clicking the check box.

	Applicant Name A	Date Updated @	Applicant Status	Tags	My Overall Rating 0
	UF Test Applicant M.D Doctor of Medicine, Higher Institute of Medical Science University COMPLETE	Aug 16, 2018	New	0	***
۵	Jane Applicant Doctor of Harsing Practice, University of Florida COMPLETE	Aug 29, 2018	New	0	***
	Joe Hamash Test Hi 12 - Dector of Philosophy, Kent State University COMPLETE	Aug 29, 2018	New	0	***
	Annie Test Elliott M.S.N Master of Science in Nursing, University of Ternessee, Knowlife COMPLETE	Aug 29, 2018	New	0	***

3. Look for the **Status** button to the right of the page and click the status **Reference Collection** to apply the status to selected applicants.

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	New			^ atus	1	rags	Му
	Long List Removed from	Considerat	ion	Γ		0	슈
	Short List		_				
- E	Reference Colle	ction				0	습
	Invited for Inter	view					

Please confirm you wish to change the status of the	selected applications to Reference Collection.	
With this status active:		
 Applicants cannot view this status. 		
 Applicants can update their application materials. 		
Send message to selected andicente with this	hanne	
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Select a message template		
Request for Confidential Letters of Recommendat	ion	~
From Name *	Reply to email address *	_
Your Name	YourEmailAddress@ufl.edui	
Subject *		
Request for Confidential Letters of Recommendati	ion	
Sody *		
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		^
Dear %ApplicartHame%		
Your application for position %PositionName% has been real	lowed and the esarch committee has selected you for father	
consideration. Congratulations!		

 Confirm the new status and check the box to send a message to the applicants. You may select the message template for requesting letters of recommendation or craft your own.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk 352-392-HELP <u>helpdesk.ufl.edu</u> Policies and Directives UFHR Recruitment & Staffing 352-392-2477 Website