

## 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
2. Click **Main Menu**
3. Click **Human Resources**
4. Click **Recruiting**
5. Click **Faculty/Postdoc Requisitions**

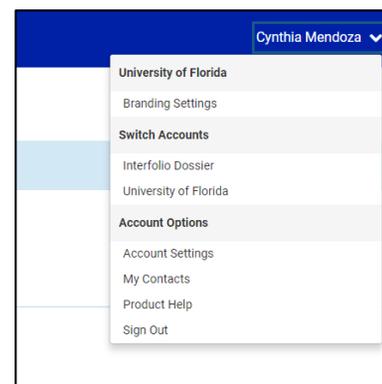
**OR**

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



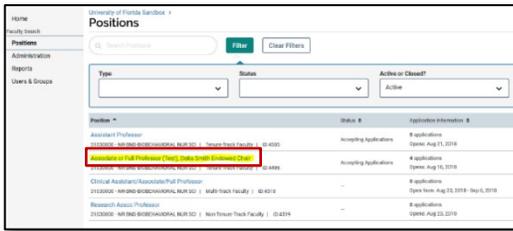
If you already have an Interfolio Dossier account, you will be prompted to select an account upon logging into the system. Be sure to click **University of Florida** when evaluating positions.



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.

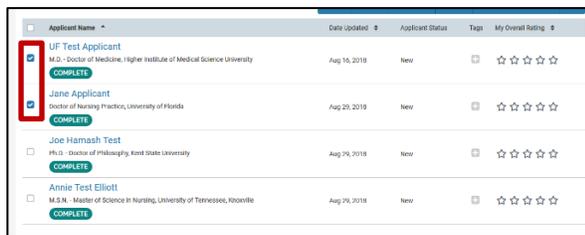
REQUESTING LETTERS OF REFERENCE OR OTHER DOCUMENTS FROM CERTAIN APPLICANTS

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

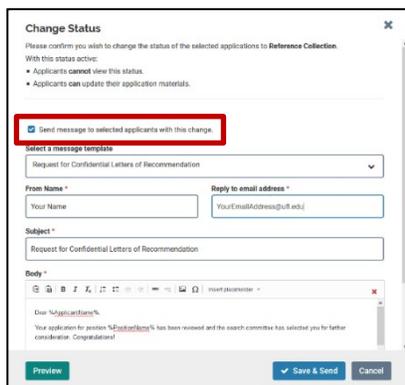
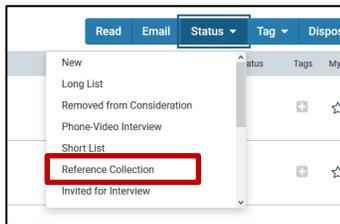


You will see the list of applicants for your position listed in a table.

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



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.



4. 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  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

**Policies and Directives**

UFHR Recruitment & Staffing  
352-392-2477  
[Website](#)