

INSTRUCTIONS: APPLYING FOR ACADEMIC POSITIONS USING INTERFOLIO

Dear prospective applicant:

We presume you have accessed this instruction sheet from either the University’s general [Academic Recruitment](https://apply.interfolio.com/15989/positions) website at <https://apply.interfolio.com/15989/positions> or a specific job advertisement outside the University. If the former, please click on the title of the position for which you want to apply, and follow these instructions:



THE UNIVERSITY OF CHICAGO

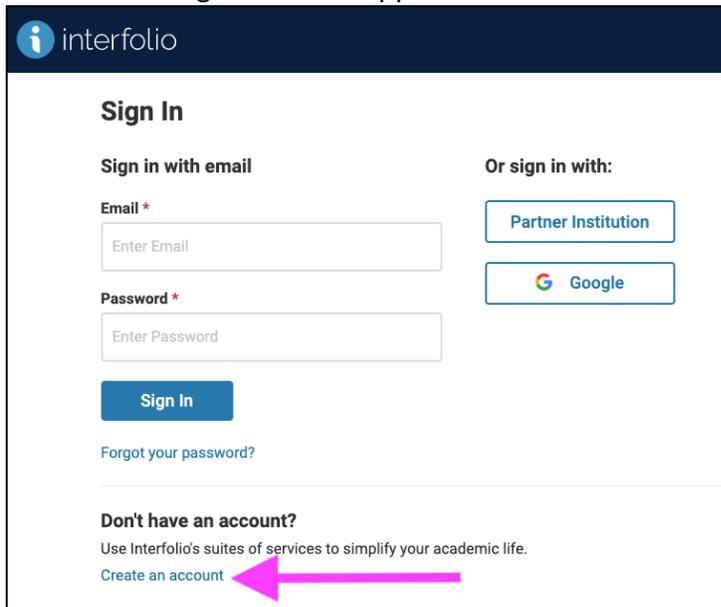
Application Process
This institution is using Interfolio's Faculty Search to conduct this search. Applicants to this position receive a free Dossier account and can send all application materials, including confidential letters of recommendation, free of charge.

[Apply Now](#)

Powered by  interfolio

1. Begin your application by clicking on the Apply Now button

2. The following screen will appear:



interfolio

Sign In

Sign in with email

Email *
Enter Email

Password *
Enter Password

[Sign In](#)

[Forgot your password?](#)

Or sign in with:

[Partner Institution](#)

[Google](#)

Don't have an account?
Use Interfolio's suites of services to simplify your academic life.
[Create an account](#)

[If you already have an Interfolio account, sign in and you will be taken to the application page (i.e., Step 6 below); if not:]

Click on “Create an account” (as indicated by the arrow)

3. The following screen will appear:

The screenshot shows the 'Sign Up for Your Dossier Account' page on the Interfolio website. The page features a dark blue header with the Interfolio logo and the text 'Already logged in?'. Below the header, the main heading is 'Sign Up for Your Dossier Account'. To the left of the main text is an icon of an envelope with a speech bubble. The main text reads: 'Your online Dossier awaits. You're on your way to a more organized academic life. With Dossier, you can store, and organize your most important scholarly documents.' Below this are three bullet points: 'Upload CVs, teaching statements, syllabi, and more.', 'Request and store confidential letters.', and 'Curate materials into themed collections.'

The form includes a 'Sign up with Google' button, followed by an 'or' separator. The form fields are: 'Email Address *' (with the placeholder 'my_email@server.edu'), 'First Name *' (with the placeholder 'My_first_name'), and 'Last Name *' (with the placeholder 'My_last_name'). The 'Password *' field has a note: 'Your password must be at least 6 characters long and contain at least 1 letter and 1 number.' Below the password field is a 'Show Password' checkbox. The 'I am...' field has a dropdown menu with the selected option 'Full-time, non-tenure track'. The 'How did you hear about us?' field has a dropdown menu with the selected option 'A Professional or Academic Organization'. The 'What country do you live in?' field has a dropdown menu with the selected option 'United States'. There is a checkbox for 'Keep me updated about products, news, and best practices' which is unchecked. At the bottom of the form is a checkbox for 'I agree to Interfolio's Terms of Service *' which is checked. A blue 'Sign Up' button is located at the bottom left of the form.

Enter your information. **Please preserve your login email and password; you will need them again if your application is advanced in the search.**

Your answers to the two questions

This block shows a close-up of two form fields. The first field is labeled 'I am... *' and has a dropdown menu with the selected option 'Full-time, non-tenure track'. The second field is labeled 'How did you hear about us? *' and has a dropdown menu with the selected option 'A Professional or Academic Organization'.

will not affect your application, so please choose any answer freely. Then click on "Sign Up" at the bottom.

4. The following screen will appear:

interfolio My_first_name My_last_name

Create Your Profile

Finding and applying for the next step in your career path can be hard to navigate—but Dossier can help. Search for positions and then send out full applications or any collection of materials (such as confidential letters), electronically or by mail, with a few clicks.

This profile info below makes it easier for you to search and apply for Interfolio-hosted positions.

Contact Information

Address Line 1 *
My address

Address Line 2

City * My City **State *** IL **ZIP/Postal Code *** 60606

Country * United States

Education

Highest Degree Earned *
M.D.-Ph.D. - Doctorate of Medicine and Philosophy

Institution *
My Doctoral Institution

Date Earned *
Please use the following format: MMM DD, YYYY
May 22, 2010

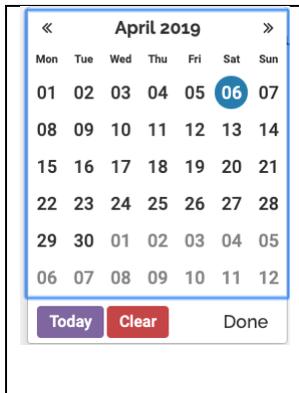
Professional Experience

Current Title * My Current Title **Organization *** My Current Institution

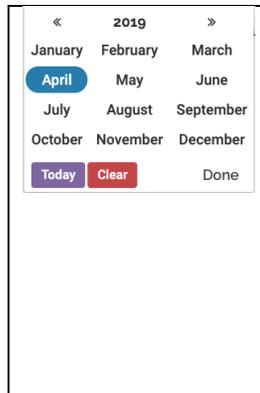
[Create my Profile](#)

Enter your information, and then click on “Create my Profile” at the bottom.

Note: for , clicking on the  icon will bring up a new window:



If you click on the Month and Year at the top, the screen becomes:



You may click on the correct Month. If you click on the Year at the top of this screen, the screen becomes



You can click on the << or >> icons on the top to navigate to the correct decade, and then click on the correct year. When you are done, click on “Done”.

5. After clicking on [Create my Profile](#), the following screen will appear:

interfolio My_first_name My_last_name

Find the Right Opportunities

Your Area of Focus

What type of Dossier are you? *
Remember this is your *personal* Dossier. Your current Institution will never see your response. I am or would use Dossier to...

- Apply to alternative academic jobs
- Apply to graduate degree programs
- Apply to grants
- Apply to jobs in higher education
- Find grant and fellowship opportunities
- Give feedback to students and/or colleagues
- Request letters of recommendation
- Search for jobs
- Share my materials with a mentor or advisor
- Write letters of recommendation
- Other

Discipline *
(Select the option that best describes you)

Medicine / Health Professions

[Take me to My Application](#)

Choose one checkbox and enter a discipline. Your choices will not affect your application. Then click on “Take me to My Application” at the bottom.

In the event that a different screen appears:

Your Area of Focus

What type of Dossier are you? *

Remember this is your personal Dossier. Your current Institution will never see your response. I am or would use Dossier to...

- Apply to alternative academic jobs
- Apply to graduate degree programs
- Apply to grants
- Apply to jobs in higher education
- Find grant and fellowship opportunities
- Give feedback to students and/or colleagues
- Request letters of recommendation
- Search for jobs
- Share my materials with a mentor or advisor
- Write letters of recommendation
- Other

Discipline *

(Select the option that best describes you)

STEM (Science, Technology, Engineering, Math) ▼

Store your CV and Letters

Collect & Curate

Gather confidential letters and academic materials in a single, secure location. Curate thematic collections of materials for different types of opportunities. Stay on top of deadlines and get organized about your academic career.

Add your First File

[Add Files](#)

You can store a variety of materials in your Dossier account including letters of recommendation, supporting documents such as CV's and cover letters, and examples of your writing and research.

We accept a range of file types and formats including videos, and links to webpages.

or Create a Collection

[Add Collection](#)

You can organize the materials in your Dossier by creating "Collections" of related materials. In Dossier, a collection is simply a group of materials gathered into one place to make them easier to find and to even apply.

[Take me to My Dossier](#)

with "Take me to My Dossier" [and not "Take me to my application"] at the bottom, make no entries. Instead, close and restart your web browser, repeat Step 1 with the email and password you provided in Step 3, and you should be taken to the following step.

6. A screen such as the following will appear:

The screenshot shows a web interface for document requirements. At the top, it says "2 Documents Required | 0 Added". Below this is a message: "If this application has specific document requirements, they will be listed below--simply click 'Add File' to upload a new document or to select one from your Dossier." There are two rows of requirements: "C.V." and "Cover Letter", each with "1 Required | 0 Added" and an "Add File" button. At the bottom left is a "Next >" button, and at the bottom right is a "Return To Review" button with a dropdown arrow. On the right side, there is an "Application Steps" sidebar with four steps: 1. Documents (with a red exclamation mark), 2. Personal Information, 3. Forms (with a green checkmark), and 4. Review. Under step 3, there are sub-items: "Application Agreement" and "AA_EO Form - January 2019".

[The documents required will vary with the nature of the position.] Click on  to upload each. Each time you do this a window will appear:

The "Add File" dialog box has two tabs: "Choose Existing" (selected) and "Add New File". A pink arrow points to the "Add New File" tab. Below the tabs is a search bar with a "Search" placeholder, a magnifying glass icon, and a "Filter" button. Below the search bar, it says "There are no existing files to select." At the bottom right are "Add" and "Cancel" buttons.

[If you've used Interfolio before and have documents you wish to upload, choose them; otherwise:]

Click on "Add New File" (indicated by arrow). The window will change to:

The "Add File" dialog box is now in "Add New File" mode. It has tabs for "Choose Existing" and "Add New File" (selected). Below the tabs are three options: "Upload", "Video", and "Webpage". In the center, there is a large icon of a cloud with an upward arrow, flanked by document icons. Below this icon, it says "Drag & Drop your files anywhere or" and a "Browse To Upload" button. At the bottom right are "Add" and "Cancel" buttons.

Either drag and drop your file to be uploaded onto the window or click on "Browse To Upload" to upload it. As you do so it will ask you to characterize each document as what it is. Choose from the menu it offers. Then click on "Add" at the bottom.

Repeat this for each required document. Then click on



7. The following screen will appear:

Name & Address [Edit](#)

My_first_name My_last_name
My address
My City, IL 60606
US

Education

Highest Degree Earned

My Doctoral Institution

Receiving Institution *

My Doctoral Institution

Date Earned

Apr 6, 2019

I prefer not to disclose my educational information.

[< Prev](#) [Next >](#) [Return To Review](#)

Application Steps

- 1 Documents
- 2 **Personal Information**
- 3 Forms
Application Agreement
AA_EO Form - January 2019
- 4 Review

It should carry over the information from your prior entries. If not, re-enter it [in the above example, “Highest Degree Earned” needs to be re-entered]. Then click on [Next >](#)

8. The application agreement will appear. If you agree, check the box at the bottom

Agreement *

I certify that I have read and agree with the above statements.

Then click on [Next >](#)

9. The EEO form will appear. You are not obligated to disclose anything, but you are obligated to provide an entry for each section of the form. When you have done so, click click on

[Next >](#)

10. If a hiring unit has included additional forms, fill them out.

11. The Review and Confirmation page will appear. If there are any issues, resolve them. Then click on 

If you need additional help, please

Contact University of Chicago Interfolio Help at academicrecruitment@uchicago.edu

OR

Contact the Interfolio Scholar Services team at help@interfolio.com or (877) 997-8807 Monday-Friday, 9:00-6:00 PM ET. Some screens have a 'Chat' option as well.