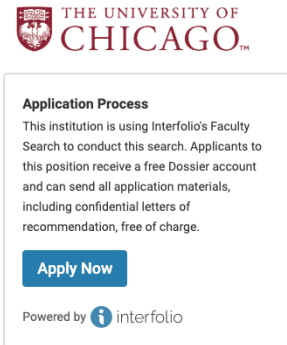**INSTRUCTIONS: APPLYING FOR ACADEMIC POSITIONS USING INTERFOLIO**

Dear prospective applicant:

We presume you have accessed this instruction sheet from either the University's general Academic Recruitment 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:
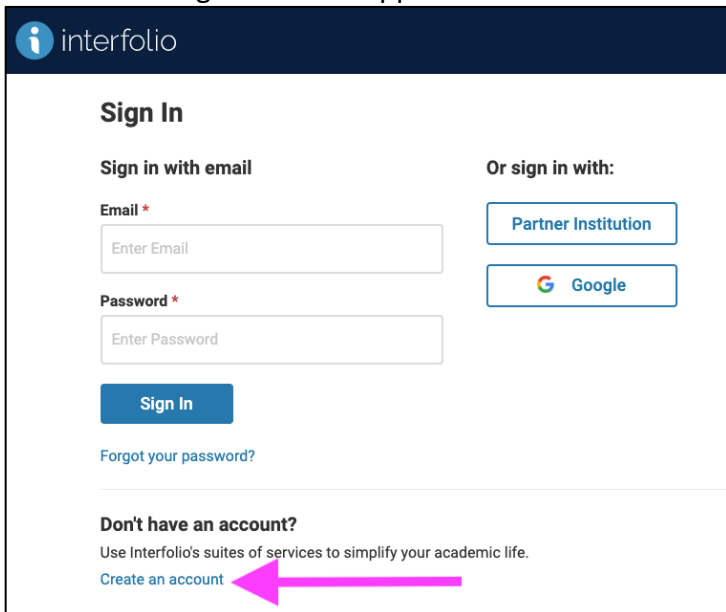

THE UNIVERSITY OF CHICAGO™

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?

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:

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

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:

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

Note: for [Apr 6, 2019] , clicking on the [📅] icon will bring up a new window:
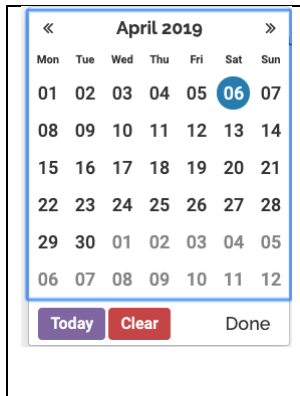
 If you click on the Month and Year at the top, the screen becomes: You may click on the correct Month. If you click on the Year at the top of this screen, the screen becomes

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

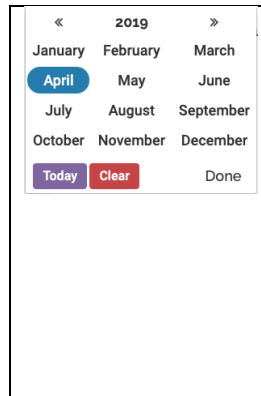☐ Apply to grants

☑ 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.

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

[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:

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 [Next >]

7. The following screen will appear:

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 ✔ **Submit Delivery**