Sharing Initial or Final Letter with Candidate

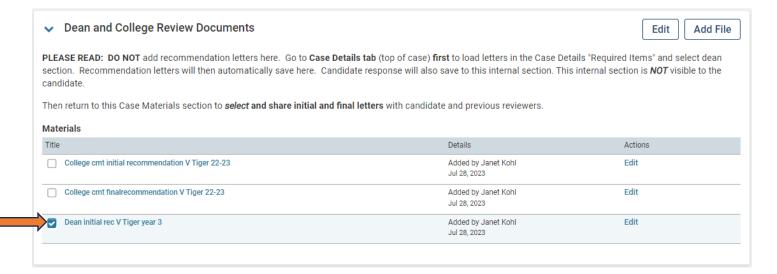
- See "Loading Initial or Final Recommendation Letter" if you have not yet uploaded your letter to the case.

CANDIDATE CANNOT ACCESS AN UPLOADED LETTER until it is selected & shared with them via the process below.

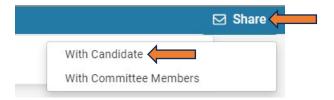
1. Navigate to Case Materials Case Details , scroll down to "Internal Sections," click section drop down arrow.



2. Select box next to letter.

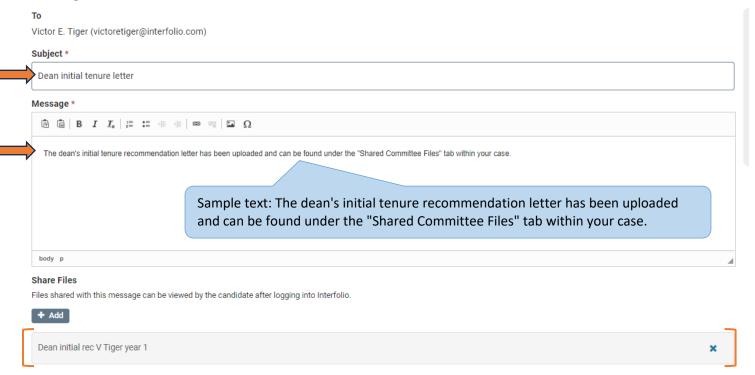


3. Select Share (top of screen) and "With Candidate."



4 Add subject and message. See sample text below. The message may also refer to the letter for appeal information or you may include appeal information within the message, depending on your department or college usual practices. Appeals are requested and completed outside of Interfolio at this time.

Message to Candidate



- **5.** Verify the letter is listed under "Share Files." Proceed to step 6 or 7 if the correct file is present. If no document or an incorrect document is listed:
 - No document The letter was not selected before clicking Share. Click "+ Add" and select the document.
 - Incorrect document Click the x to remove it and then "+ Add" to select the correct document.

 Share Files

 Files shared with this message can be viewed by the candidate after logging into Interfolic

 Search Materials

 Select All

 Dep cmt initial recommendation V Tiger 3rd yr test doc

 Dep cmt final recommendation V Tiger 22-23 test doc

 Victor E. Tiger_Test Tenure Letter_080422

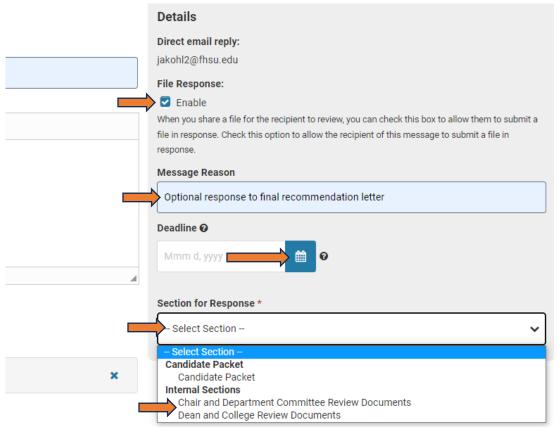
 demo tenure

 College cmt initial recommendation V Tiger 22-23

College Cmt final recommendation V Tiger 22-23

Dean final rec V Tiger year 1

- 6. Candidate response to <u>FINAL</u> recommendation letter. <u>Skip step 6 when sharing initial</u> recommendation letter. Step 6 <u>only</u> applies to sharing the <u>final</u> letter with candidate.
 - a) Select "Enable"
 - b) Add Message Reason "Optional response to final recommendation letter"
 - c) Enter Deadline date (Last day of 3-day period that candidate may respond per MOA. See relevant <u>timeline</u>. Candidate will only be allowed to respond on or before this date.)
 - d) Select Section



Select "Chair and Department ..." for response to chair or dept committee. Select "Dean and College..." for response to dean or college committee.

- 7. Click "Preview" (optional) to view the message as it will appear to the candidate. Select "Edit" to return to the message **or** proceed to step 8 if no change is needed.
- **8.** Click "Send" to complete the process or "Cancel" to exit without sending or editing and return to the case. Any response submitted will now save to the selected internal section and be viewable by subsequent case reviewers.

Department chair, dean, college committee: Continue to "Sharing letter with prior reviewers."

Department committee: Continue to "Sending Case(s) forward to next review level."