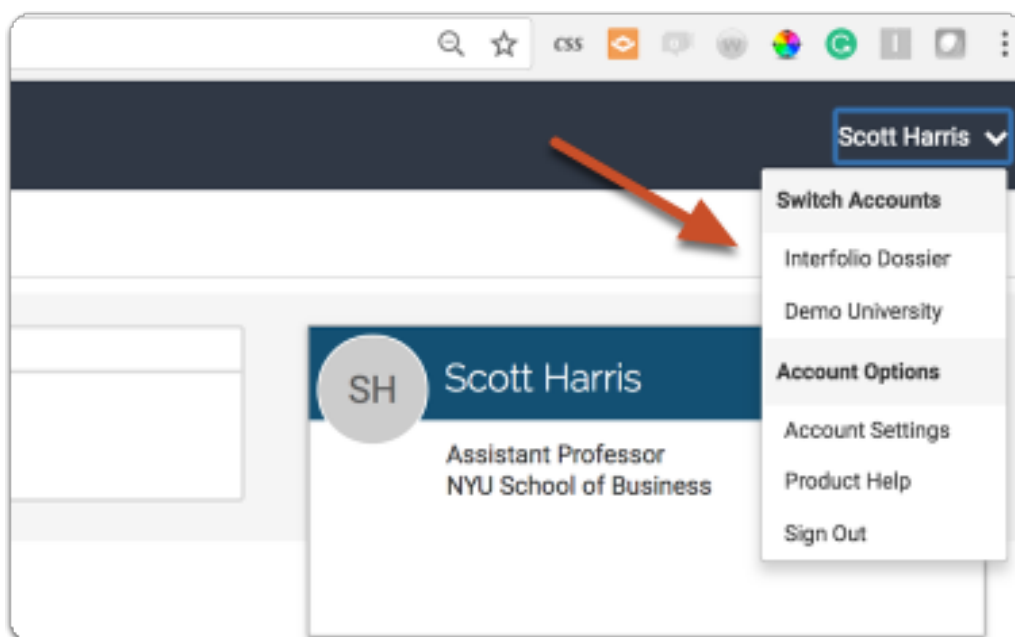


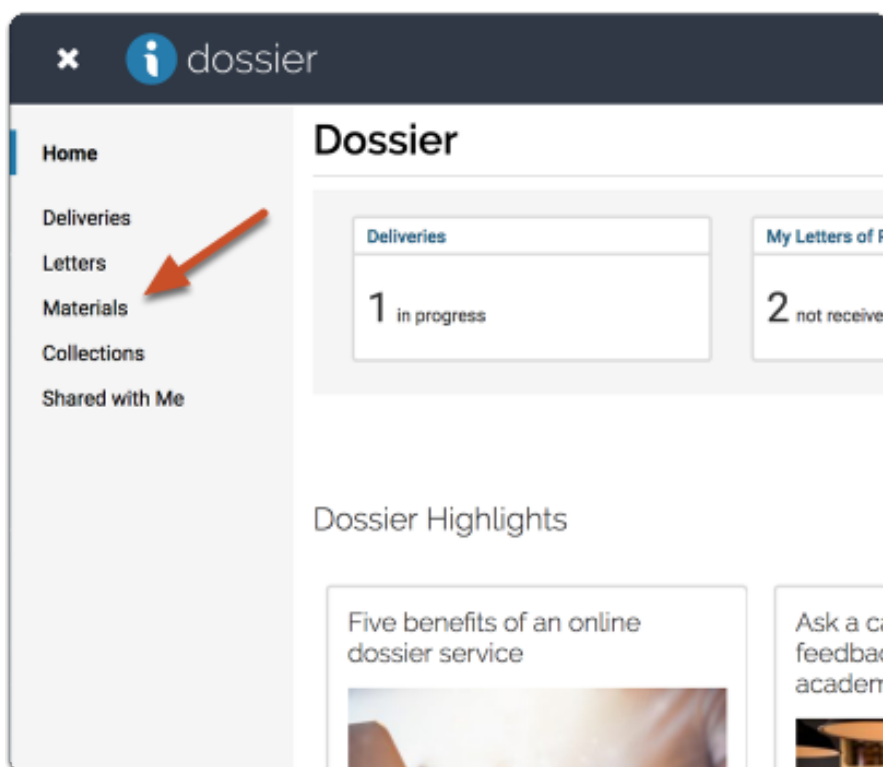
Dossier Quick Start Guide

Welcome!

Interfolio's Dossier offers tools to help scholars manage their career and apply to academic opportunities. From applying to schools, to apply for tenure reviews, we can help you collect, organize, and send out evidence of your academic excellence!



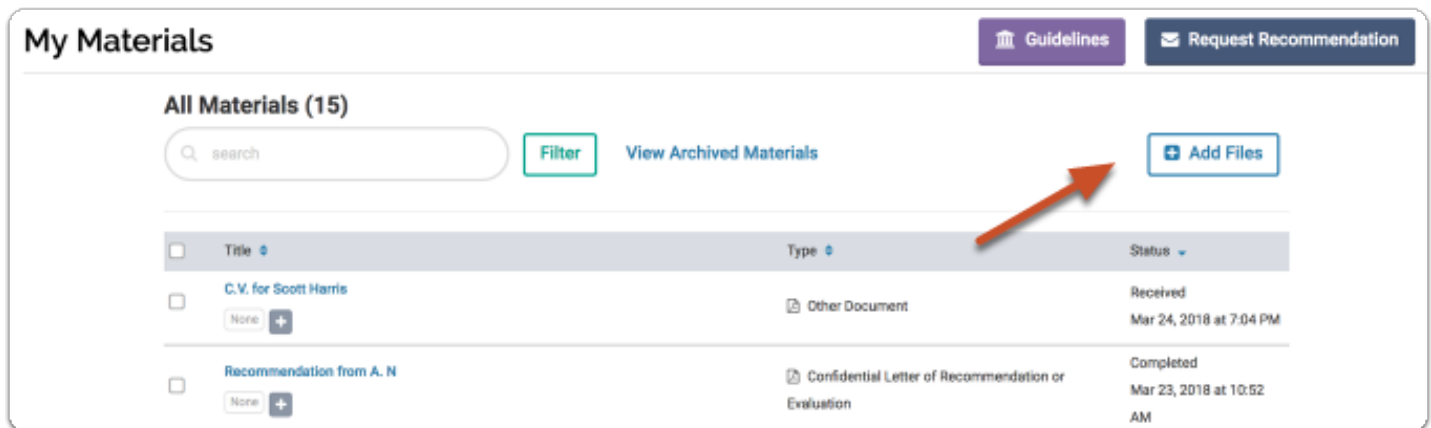
1. Click "Materials" on your navigation bar within your Dossier



2. Add files such as your C.V. or cover letters to your Dossier materials

You can upload files from your computer, link to YouTube and Vimeo videos, or include links to webpages in your Dossier materials.

See here for [more information on adding materials to your Dossier.](#)



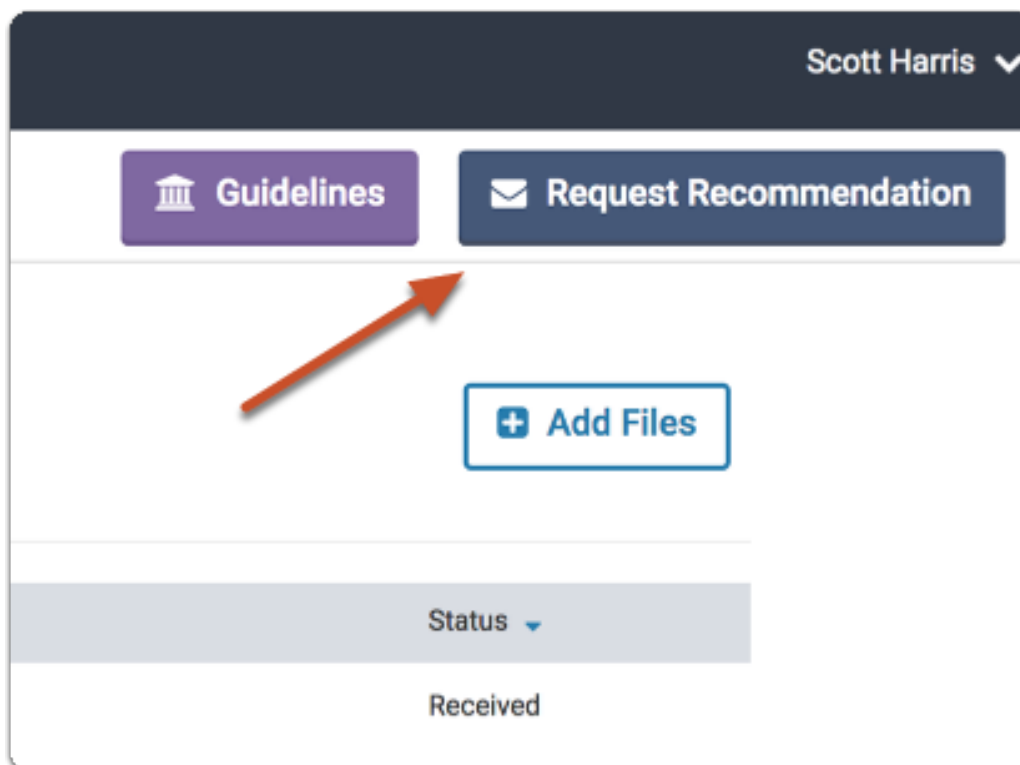
The screenshot shows the 'My Materials' interface. At the top right, there are two buttons: 'Guidelines' and 'Request Recommendation'. Below the header, there is a section for 'All Materials (15)' with a search bar, a 'Filter' button, and a 'View Archived Materials' link. An 'Add Files' button is also present. A table lists materials with columns for Title, Type, and Status. An orange arrow points to the 'Add Files' button.

| Title | Type | Status |
|------------------------------------|---|---------------------------------------|
| C.V. for Scott Harris None + | Other Document | Received Mar 24, 2018 at 7:04 PM |
| Recommendation from A. N None + | Confidential Letter of Recommendation or Evaluation | Completed Mar 23, 2018 at 10:52 AM |

3. Request confidential letters of recommendation from directly within Dossier

We will send a request for a confidential recommendation to your letter writer. When your letters come in, they will be stored with your Dossier materials, and you can send them where they need to go, all while maintaining complete confidentiality.

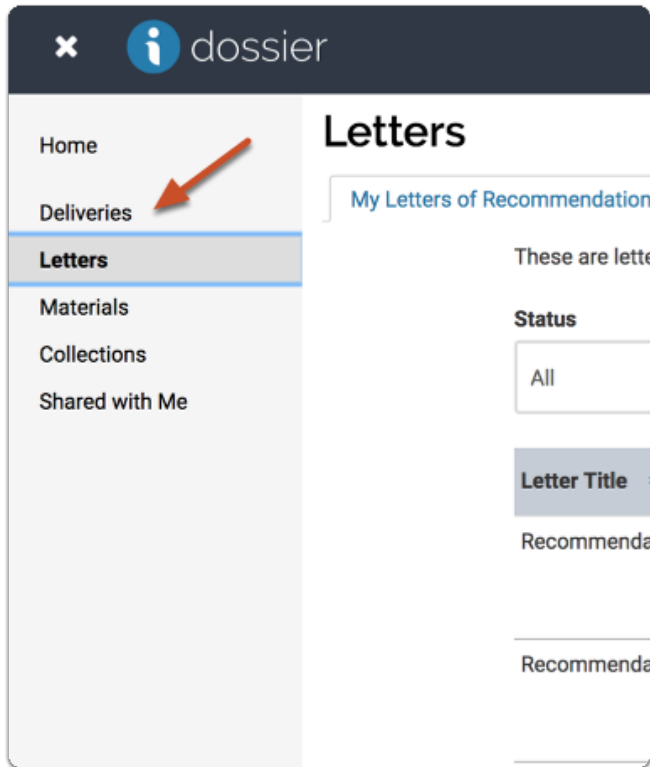
Simply click "Request Recommendation" in the upper right corner of your "My Materials" page, and you will be walked through the process. See here for more information on [requesting letters of recommendation using your Interfolio account.](#)



This close-up screenshot shows the 'Request Recommendation' button in a dark blue box, highlighted by an orange arrow. Other visible elements include the 'Guidelines' button, the 'Add Files' button, and a 'Status' dropdown menu showing 'Received'. The user's name 'Scott Harris' is visible in the top right corner.

4. Manage your letter requests

Click "Letters" in the left navigation menu to open the "Letters" section of your account



Here you can view details about your requested letters, check the status of your request, and re-send requests. You can also view letters you have been asked to write by other Interfolio users.

See here for more on how to [build and manage your Dossier](#).

See here for more on the [quality check process](#).

Deliveries | Letters | Materials

Letters

[Request a Letter](#)

My Letters of Recommendation | Letters to Write

These are letters of recommendation that you have asked others to write.

Status: All

| Letter Title | Status | Type | Actions |
|------------------------------|-----------------------------------|--|--|
| Recommendation from A. Brown | Requested Jun 21, 2017 at 7:30 PM | Confidential Letter of Recommendation or Evaluation | Re-send Request View Details ID: E9488066D4 |

5. Create collections of your materials to organize or make them easier to find

Once you have assembled your materials, you can create collections of related materials to organize your Dossier. You can use collections to gather materials for any specific purpose, such as a collection of materials for a job application, or collections to be used for particular types of positions such as fellowships etc.

See here for [more information on adding collections](#).

dossier Scott Harris

Home | Deliveries | Letters | Materials | **Collections** | Shared with Me

My Materials

[Guidelines](#) | [Request Recommendation](#)

[Add Collection](#)

| Name | Created | Actions |
|------------------------------|--------------|---------|
| Another Collection | Mar 12, 2018 | Select |
| Image Portfolio | Mar 3, 2018 | Select |
| Scott Harris - Collection 2 | Feb 27, 2018 | Select |
| Scott Harris - My Collection | Jan 26, 2018 | Select |

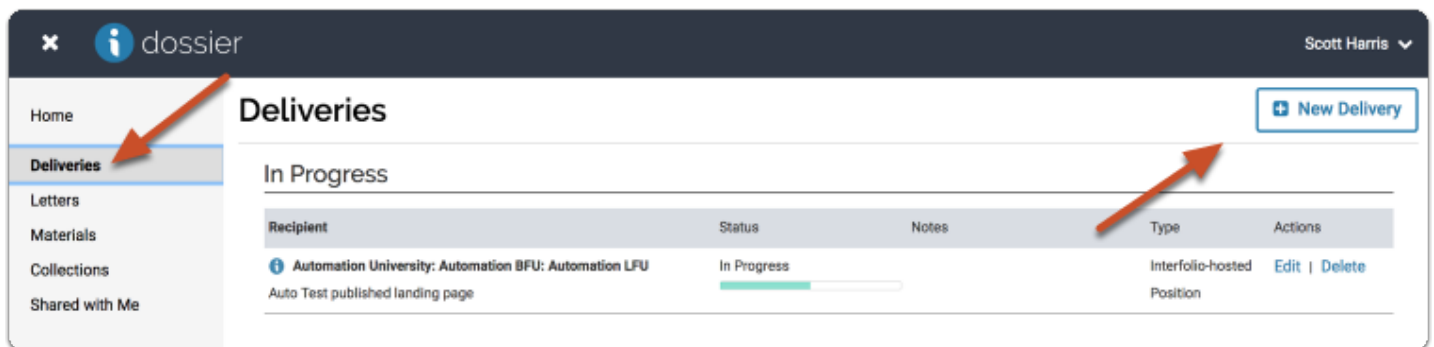
6. Share materials via your Dossier with Interfolio's Feedback and Sharing feature

This premium feature is only available to users with [Dossier Deliver](#) accounts or users with [Dossier Institution](#) accounts.

Click on the link below for instructions on how to share and receive feedback on your Dossier materials:

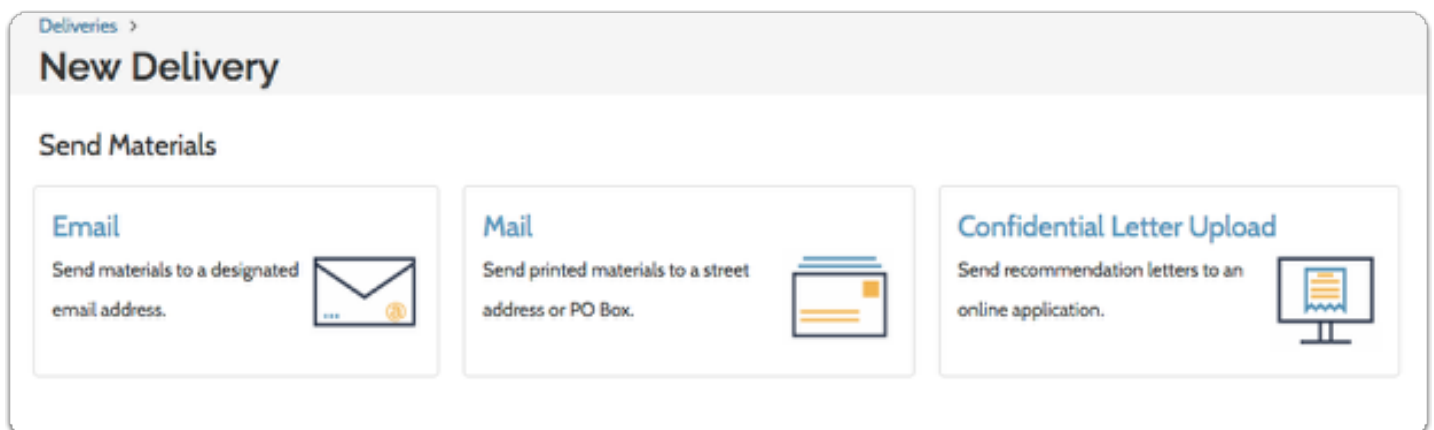
[Help for Sharing and Receiving Feedback on Dossier Materials](#)

7. Open the "Deliveries" page and Click "New Delivery" to send out your materials when applying for jobs or other academic opportunities



8. Choose to send your materials by mail, email, or upload materials to an online application system

See here for [more information on sending application materials](#).



-Or- enter search terms to search for and apply to positions hosted by Interfolio

See here for [more information on applying for a job or fellowship hosted by Interfolio.](#)

Find an Opportunity

Find and apply to positions hosted through Interfolio. Institutions use Interfolio to manage their recruitment and hiring. You can apply to any of these positions for free.

You can also search other sources:

- Inside Higher Ed
- HERC
- HigherEd Jobs

Search: e.g. Interfolio University

See here for more information on [using Interfolio to search for employment and fellowship Opportunities.](#)

💡 When searching for opportunities listed through us, you can also opt to trigger a search for your terms on Inside Higher Ed, HigherEd Jobs, and HERC (Higher Education Recruitment Consortium).

Deliveries >

Open Positions


Search: English [Search] [Clear]

100 opportunities match your search

Find other opportunities at: [Inside Higher Ed] [HigherEdJobs] [HERC]

| Position Name | Institution | Location | Deadline |
|---|--|-------------|----------|
| 19th-Century American Literature, Assistant Professor, Tenure-track | Tufts University Department of English | Medford, MA | |

9. When you find an opportunity that interests you, either an Interfolio-hosted position, or a position listed on another listing service, use the materials in your Dossier to apply!

 You may also want to check out our detailed guides on some of the most frequently used features of Dossier:

- [Request a confidential letter of recommendation](#)
- [Send a letter or other document via mail or email](#)
- [Apply to a Job or Fellowship Opportunity Listed with a Partner Institution via Interfolio Faculty Search](#)