

## Instructions for building the “Provost Dossier” in the Academic Recruitment (Interfolio) module

*NB: the process outlined below is temporary and should be used for current searches while the Provost’s Office works on a long-term solution.*

The “Provost Dossier” report in ACO consisted of three elements:

1. Posting Details
2. Applicant Log
3. Notes/History on Posting

In the short-term, only the first two elements will be required for appointment cases where the search was conducted in the new Academic Recruitment module by Interfolio. The Provost’s Office will audit the Notes/History on Posting equivalent directly within the software.

### Posting Details

*If your posting has a deadline, you must create the Posting Details by that date, or else download and print the closed posting, which will automatically include the “sign in” information and potentially obscure some of your posting details. See note after Step 2.*

### **Step 1: Locate the posting on the job board and select “print” from within your browser tools**

The screenshot shows a web browser window with the URL <https://apply.interfolio.com/62155>. The page title is "DEMO - PROVOST DOSSIER" and it is for "The University of Chicago". The page content includes:

- Location:** Chicago
- Open Date:** May 31, 2019
- Description:** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
- Qualifications:** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
- Application Instructions:** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

At the bottom of the page, there is an "Equal Employment Opportunity Statement" and an "Apply Now" button. The browser's menu is open, showing options like "New tab", "New window", "New incognito window", "History", "Downloads", "Bookmarks", "Zoom", "Print...", "Cast...", "Find...", "More tools", "Edit", "Cut", "Copy", "Paste", "Settings", "Help", "Exit", and "Managed by your organization".

**Step 2: Save the document as a PDF and/or print it. Make sure you include headers and footers so that your PDF shows the date downloaded and the posting URL. This will be your Posting Details for your case file.**

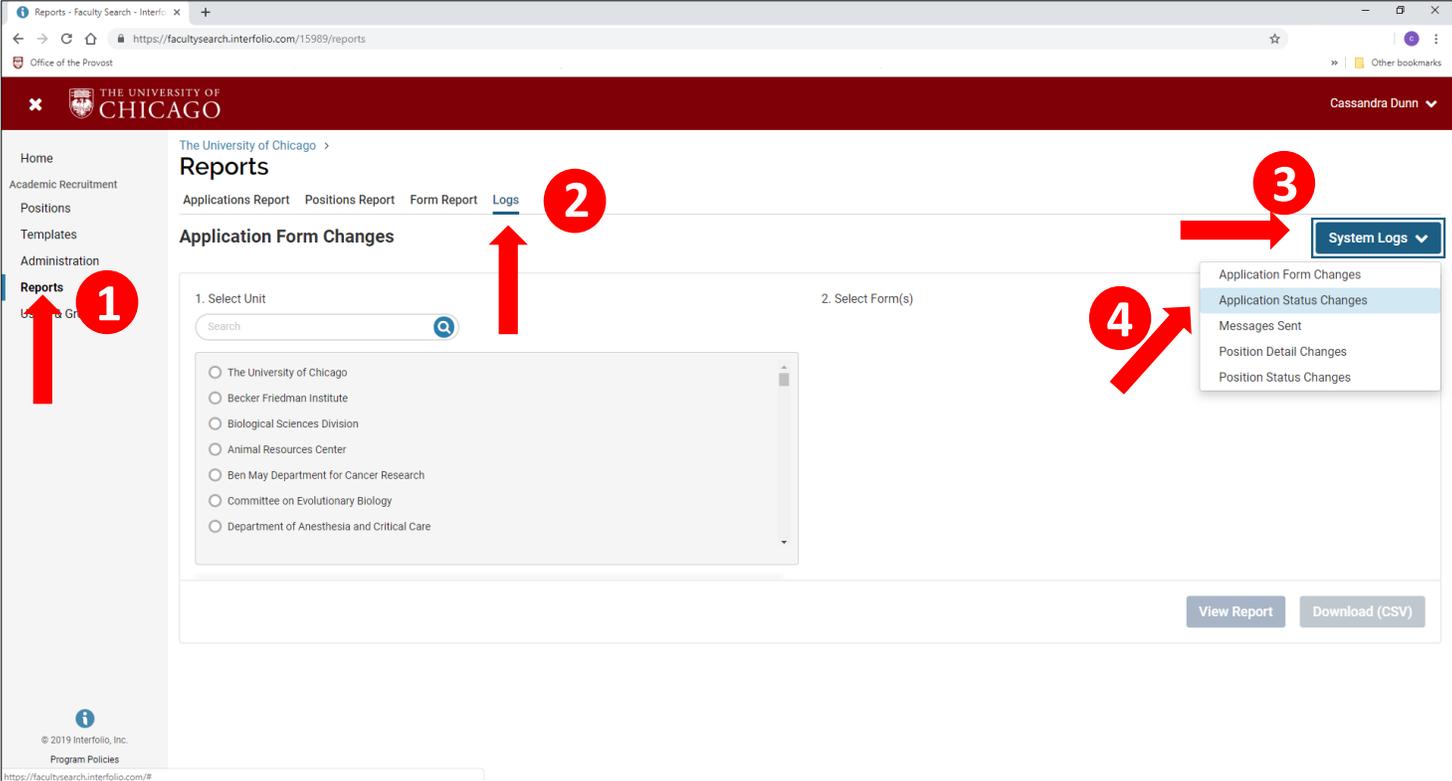
The screenshot displays a print dialog box on the left and a document preview on the right. The print dialog includes a 'Print' header, 'Total: 2 pages', and 'Save' and 'Cancel' buttons. The 'Destination' dropdown is set to 'Save as PDF', and the 'Options' section has 'Headers and footers' checked. Red arrows point to these two settings. The document preview shows a 'DEMO - PROVOST DOSSIER' for 'The University of Chicago'. It includes fields for 'Location' (Chicago), 'Open Date' (May 31, 2019), 'Description', 'Qualifications', and 'Application Instructions'. The University of Chicago logo is at the bottom of the document.

*NOTE: if you are not signed in to Interfolio when you save this document as a PDF, it will include a "Sign in" button on the PDF that will obscure some of your posting. If this happens, simply sign in and follow the steps again. If the posting's deadline has passed, however, you will not be able to sign in and print the posting (it will automatically redirect you to your administrative dashboard). In this case, attempt to print the posting to a PDF and determine whether the button obscures critical data such as your position description. If it does, please contact [academicrecruitment@uchicago.edu](mailto:academicrecruitment@uchicago.edu). The EEO statement is set by the University and cannot be changed, so if the button obscures only some of that statement and not the other details of your posting, please submit it as is.*

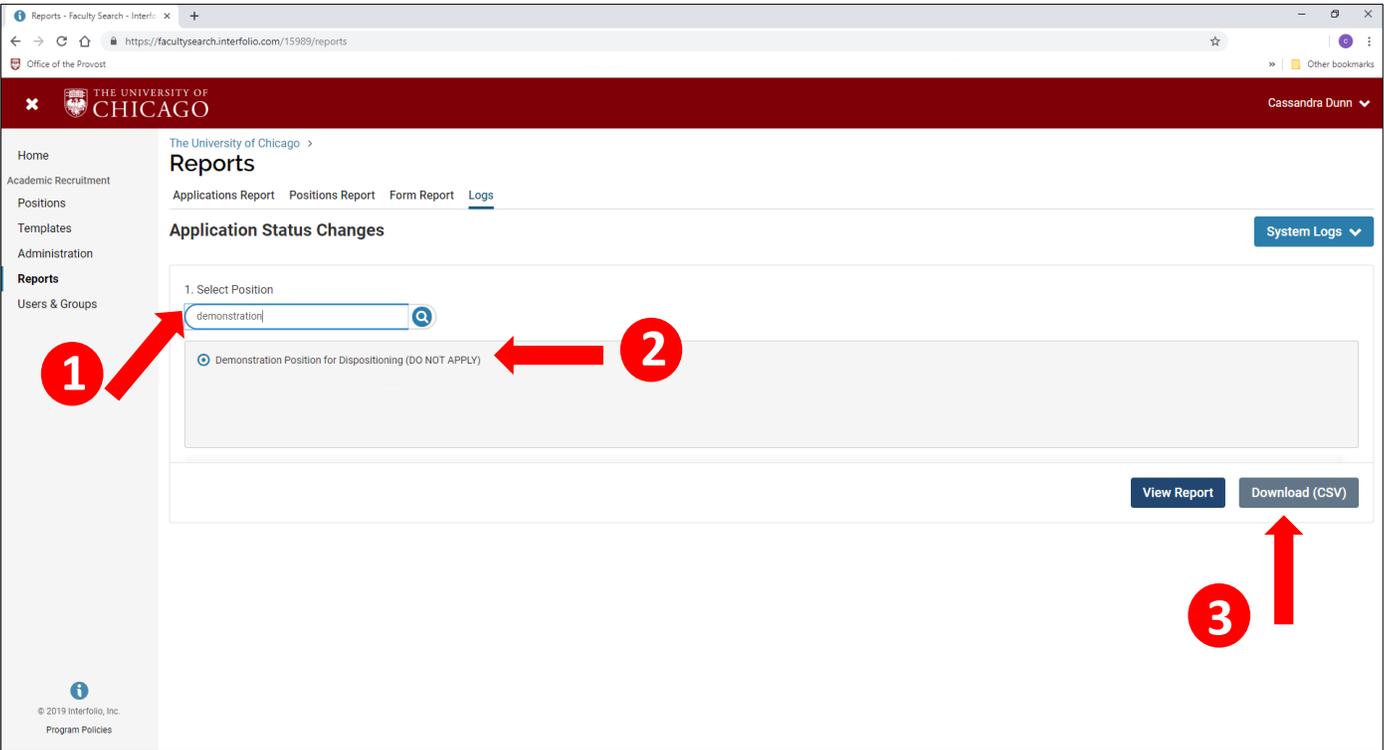
The rest of this page is intentionally left blank.

Applicant Log

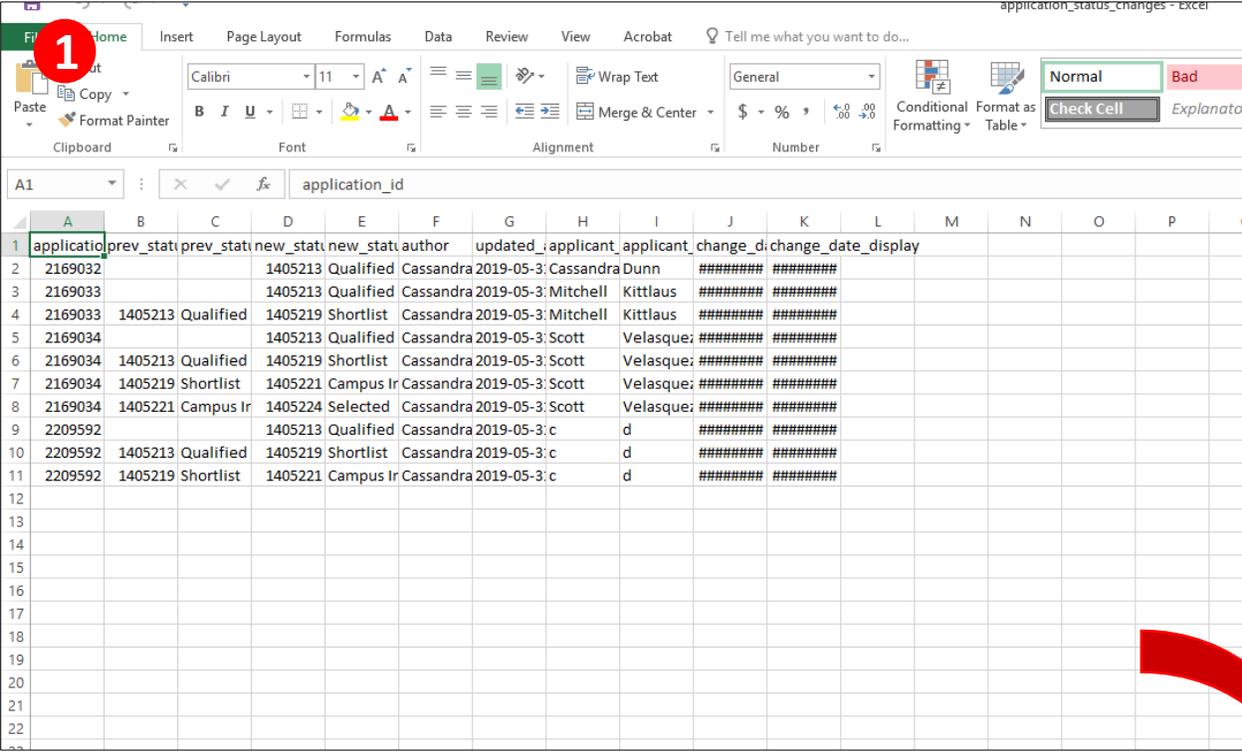
**Step 1: (as an Administrator) Go to your Reports section and locate the System Logs report for Application Status Changes**



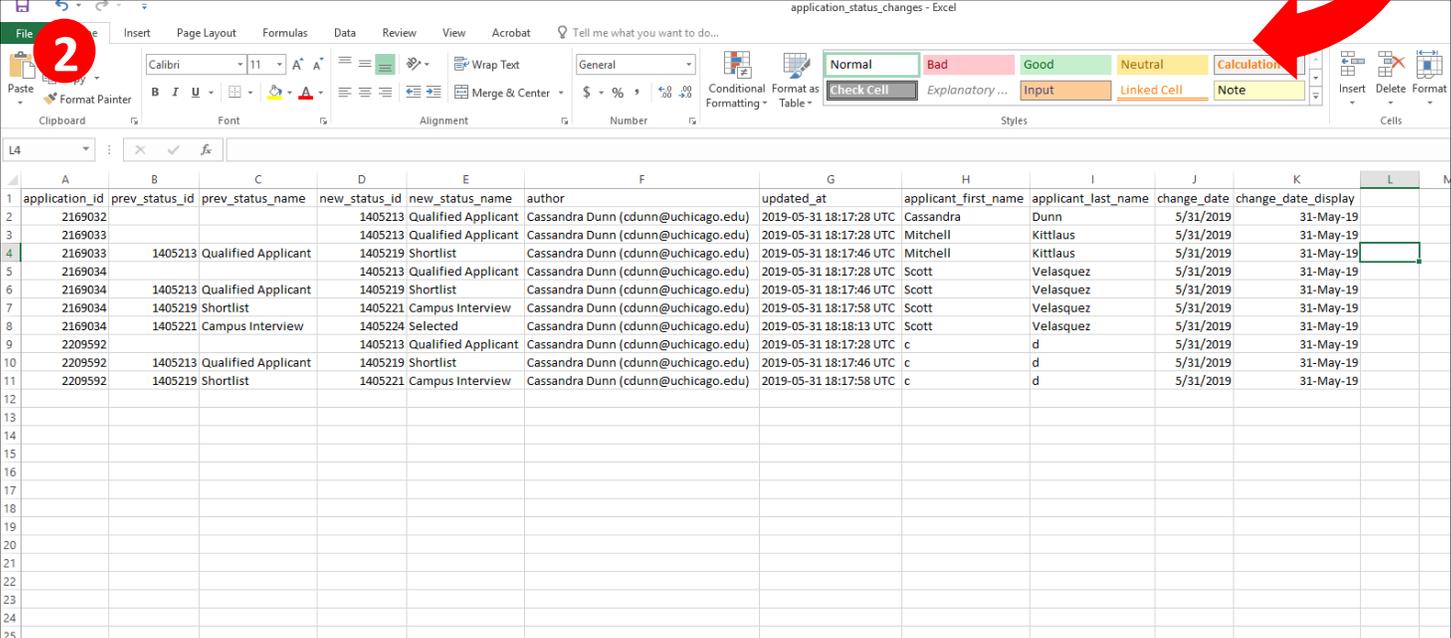
**Step 2: search for the position title, select it, and click “Download (CSV).” If you have multiple positions with the same title, you can click “View Report” to check whether you have the correct data.**



**Step 3: Open the CSV file and expand the rows so you can view and double-check the data. It should be organized by applicant in columns H and I.**



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	application_id	prev_status	prev_status	new_status	new_status	author	updated	applicant	applicant	change_date	change_date	display			
2	2169032			1405213	Qualified	Cassandra	2019-05-31	Cassandra	Dunn	#####	#####				
3	2169033			1405213	Qualified	Cassandra	2019-05-31	Mitchell	Kittlaus	#####	#####				
4	2169033	1405213	Qualified	1405219	Shortlist	Cassandra	2019-05-31	Mitchell	Kittlaus	#####	#####				
5	2169034			1405213	Qualified	Cassandra	2019-05-31	Scott	Velasquez	#####	#####				
6	2169034	1405213	Qualified	1405219	Shortlist	Cassandra	2019-05-31	Scott	Velasquez	#####	#####				
7	2169034	1405219	Shortlist	1405221	Campus Ir	Cassandra	2019-05-31	Scott	Velasquez	#####	#####				
8	2169034	1405221	Campus Ir	1405224	Selected	Cassandra	2019-05-31	Scott	Velasquez	#####	#####				
9	2209592			1405213	Qualified	Cassandra	2019-05-31	c	d	#####	#####				
10	2209592	1405213	Qualified	1405219	Shortlist	Cassandra	2019-05-31	c	d	#####	#####				
11	2209592	1405219	Shortlist	1405221	Campus Ir	Cassandra	2019-05-31	c	d	#####	#####				



A	B	C	D	E	F	G	H	I	J	K	L	M
1	application_id	prev_status_id	prev_status_name	new_status_id	new_status_name	author	updated_at	applicant_first_name	applicant_last_name	change_date	change_date	display
2	2169032			1405213	Qualified Applicant	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:17:28 UTC	Cassandra	Dunn	5/31/2019		31-May-19
3	2169033			1405213	Qualified Applicant	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:17:28 UTC	Mitchell	Kittlaus	5/31/2019		31-May-19
4	2169033	1405213	Qualified Applicant	1405219	Shortlist	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:17:46 UTC	Mitchell	Kittlaus	5/31/2019		31-May-19
5	2169034			1405213	Qualified Applicant	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:17:28 UTC	Scott	Velasquez	5/31/2019		31-May-19
6	2169034	1405213	Qualified Applicant	1405219	Shortlist	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:17:46 UTC	Scott	Velasquez	5/31/2019		31-May-19
7	2169034	1405219	Shortlist	1405221	Campus Interview	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:17:58 UTC	Scott	Velasquez	5/31/2019		31-May-19
8	2169034	1405221	Campus Interview	1405224	Selected	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:18:13 UTC	Scott	Velasquez	5/31/2019		31-May-19
9	2209592			1405213	Qualified Applicant	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:17:28 UTC	c	d	5/31/2019		31-May-19
10	2209592	1405213	Qualified Applicant	1405219	Shortlist	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:17:46 UTC	c	d	5/31/2019		31-May-19
11	2209592	1405219	Shortlist	1405221	Campus Interview	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:17:58 UTC	c	d	5/31/2019		31-May-19

**Step 4: If you are able to print this directly on large paper, you can do so. Otherwise, it may help you to hide some of the columns (A, B, D, F, J, K) before printing. Right click on the column and select "Hide."**

application_id	prev_status_id	prev_status_name	new_status_id	new_status_name	author	updated_at	applicant_first_name	applicant_last_name	change_date	change_date_display
2169032			1405213	Qualified Applicant	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:17:28 UTC	Cassandra	Dunn	5/31/2019	31-May-19
2169033			1405213	Qualified Applicant	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:17:28 UTC	Mitchell	Kittlaus	5/31/2019	31-May-19
2169033	1405213	Qualified Applicant	1405219	Shortlist	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:17:46 UTC	Mitchell	Kittlaus	5/31/2019	31-May-19
2169034			1405213	Qualified Applicant	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:17:28 UTC	Scott	Velasquez	5/31/2019	31-May-19
2169034	1405213	Qualified Applicant	1405219	Shortlist	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:17:46 UTC	Scott	Velasquez	5/31/2019	31-May-19
2169034	1405219	Shortlist	1405221	Campus Interview	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:17:58 UTC	Scott	Velasquez	5/31/2019	31-May-19
2169034	1405221	Campus Interview	1405224	Selected	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:18:13 UTC	Scott	Velasquez	5/31/2019	31-May-19
2209592			1405213	Qualified Applicant	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:17:28 UTC	c	d	5/31/2019	31-May-19
2209592	1405213	Qualified Applicant	1405219	Shortlist	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:17:46 UTC	c	d	5/31/2019	31-May-19
2209592	1405219	Shortlist	1405221	Campus Interview	Cassandra Dunn (cdunn@uchicago.edu)	2019-05-31 18:17:58 UTC	c	d	5/31/2019	31-May-19

**Step 5: Once you have a CSV size that you are able to print, print it landscape orientation and fit all the columns on one page. This will be your Applicant Log for your case file.**

The screenshot shows the 'Print' dialog box in Microsoft Excel. The 'Settings' section is expanded, showing the following options:

- Print Active Sheets: Only print the active sheets
- Pages: 1 to 1
- Print on Both Sides: Flip pages on long edge
- Collated: 1,2,3 1,2,3 1,2,3
- No Staples
- Landscape Orientation (indicated by a red arrow)
- Letter: 8.5" x 11"
- Normal Margins: Left: 0.7" Right: 0.7"
- Fit All Columns on One Page (indicated by a red arrow)
- Shrink the printout so that it...

The preview area shows a table with the following columns: prev\_status\_name, new\_status\_name, updated\_at, applicant\_first\_name, applicant\_last\_name. The data rows are:

prev_status_name	new_status_name	updated_at	applicant_first_name	applicant_last_name
Qualified Applicant	Qualified Applicant	2019-05-31 18:17:28 UTC	Cassandra	Dunn
Qualified Applicant	Shortlist	2019-05-31 18:17:46 UTC	Mitchell	Kittlaus
Qualified Applicant	Qualified Applicant	2019-05-31 18:17:28 UTC	Scott	Velasquez
Qualified Applicant	Shortlist	2019-05-31 18:17:46 UTC	Scott	Velasquez
Shortlist	Campus Interview	2019-05-31 18:17:58 UTC	Scott	Velasquez
Campus Interview	Selected	2019-05-31 18:18:13 UTC	Scott	Velasquez
Qualified Applicant	Qualified Applicant	2019-05-31 18:17:28 UTC	c	d
Qualified Applicant	Shortlist	2019-05-31 18:17:46 UTC	c	d
Shortlist	Campus Interview	2019-05-31 18:17:58 UTC	c	d