


For External Evaluators: Guide to Providing Requested Evaluations in Interfolio Review, Promotion, and Tenure

If you have been asked to provide an evaluation for a candidate who is up for review at an institution that uses Interfolio Review, Promotion & Tenure, you can fulfill this request in a few, simple steps outlined below.

 You can print this article using the link to the left of the page. Check out our video guide below!

All requests for evaluations are managed by an administrator at the institution conducting the search. This individual will invite you to submit an evaluation via email.

The email will include:

- A due date for submission of the evaluation
- The email address of the individual who sent the request, in case you have questions

- A personal note (if any) from the person or committee making the request

Interfolio Alpha University is conducting a review of Jaco Bassman and has requested a Confidential Evaluation.

[VIEW REQUEST](#)

Interfolio Alpha University asks that you submit your Confidential Evaluation by **Sep 26, 2020**. If you have questions about this request, please contact intf_alpha_demo@interfolio.com.

Thank you for agreeing to serve as an outside evaluator of the application for tenure and promotion to Associate Professor of Painting.

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Click "View Request"

Interfolio Alpha University is conducting a review of Jaco Bassman and has requested a Confidential Evaluation

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Indicate if you accept or decline the letter request

You will see a landing page where you can accept or decline the evaluation request.

 *Selecting “Accept” will notify the requester that you have accepted, but will not show whether you have read or uploaded materials.*

Confidential Evaluation Request for >


Jaco Bassman

Request Details

Type	Requested by
Confidential Evaluation	Interfolio Alpha University


Message from Interfolio Alpha University
Thank you for agreeing to serve as an outside evaluator of the application for tenure and promotion to Associate Professor of Painting.

Decision



I will submit an evaluation.
Due September 26, 2020

I Accept



I will not submit an evaluation.

I Decline

If you choose to accept the request you will be taken to a page with relevant documents (if any), provided by the institution, to help guide your review.

Click **Read All Materials** to access files included with the request within the Interfolio Document Viewer.

You may also click to **Download** shared files.

Confidential Evaluation Request for >

Jaco Bassman

Request Details


Type	Requested by
Confidential Evaluation	Interfolio Alpha University

Message from Interfolio Alpha University
Thank you for agreeing to serve as an outside evaluator of the application for tenure and promotion to Associate Professor of Painting.

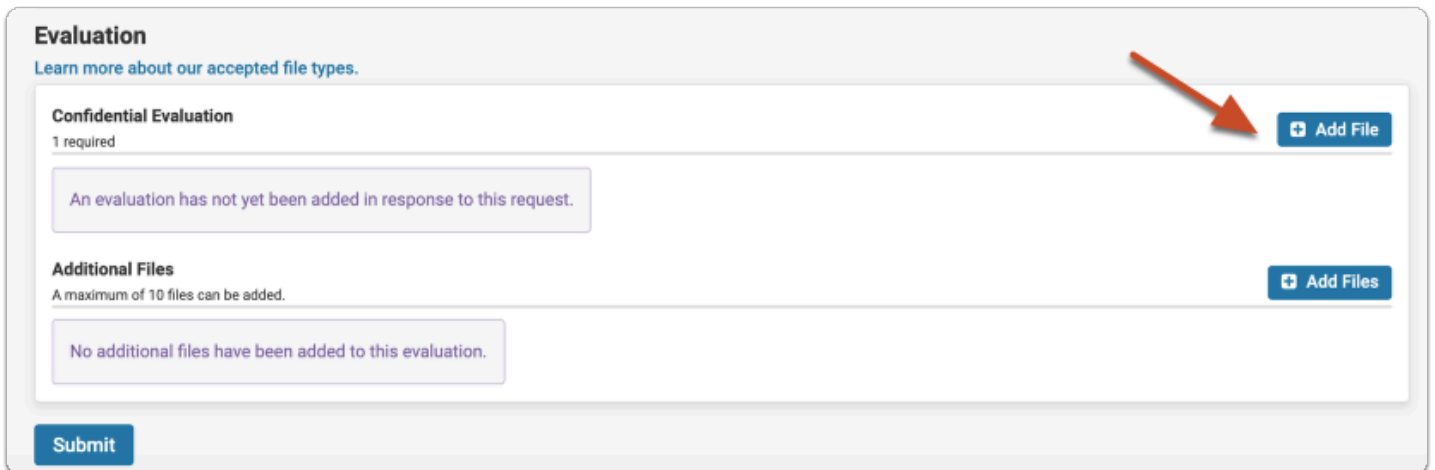
Supporting Materials

Name	Action
Syllabus	Download

[Read All Materials](#)

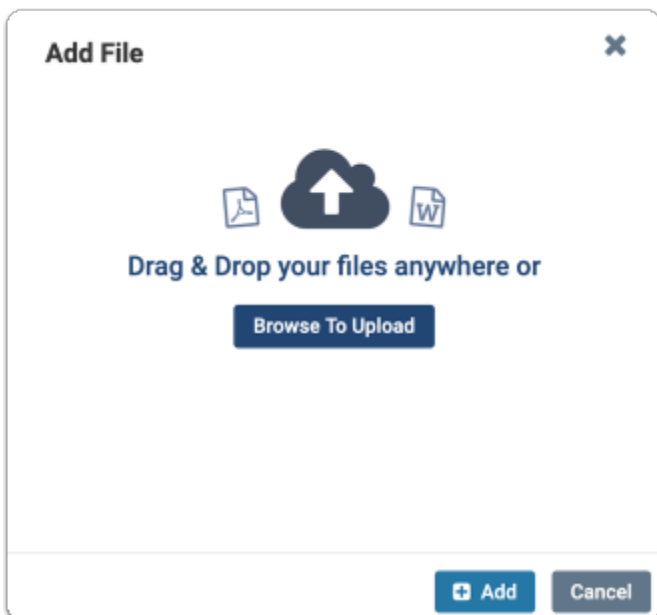


When you are ready to submit your evaluation, scroll down to the Confidential Evaluation section and click "Add File"



The screenshot shows a web form titled "Evaluation" with a sub-section for "Confidential Evaluation". The "Confidential Evaluation" section indicates that 1 evaluation is required and contains a message: "An evaluation has not yet been added in response to this request." To the right of this message is a blue button labeled "Add File", which is pointed to by a red arrow. Below this is the "Additional Files" section, which states "A maximum of 10 files can be added" and contains a message: "No additional files have been added to this evaluation." To the right of this message is a blue button labeled "Add Files". At the bottom left of the form is a blue "Submit" button.

Drag & Drop or browse to locate the file containing your evaluation and click "Add"



The "Add File" dialog box features a central area with a cloud icon and an upward arrow, flanked by document icons. Below this, the text reads "Drag & Drop your files anywhere or" followed by a blue button labeled "Browse To Upload". At the bottom right of the dialog are two buttons: a blue "Add" button and a grey "Cancel" button.

Add additional files

If enabled in the program by the person requesting the evaluation, you can add up to 10 additional files to support the evaluation.

Evaluation
Learn more about our accepted file types.

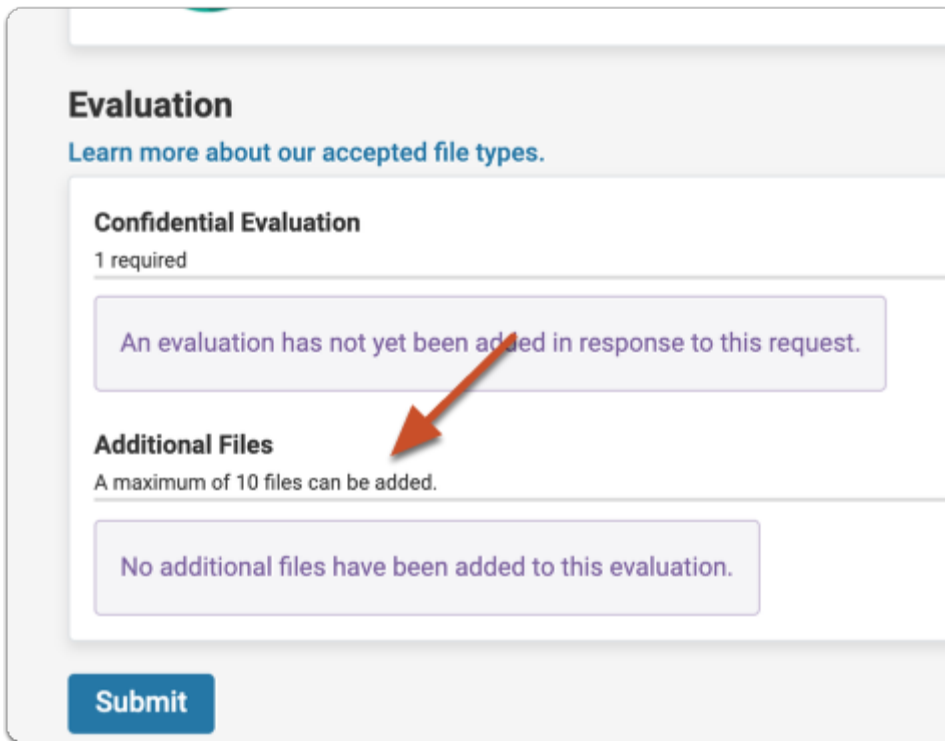
Confidential Evaluation
1 required

An evaluation has not yet been added in response to this request.

Additional Files
A maximum of 10 files can be added.

No additional files have been added to this evaluation.

Submit




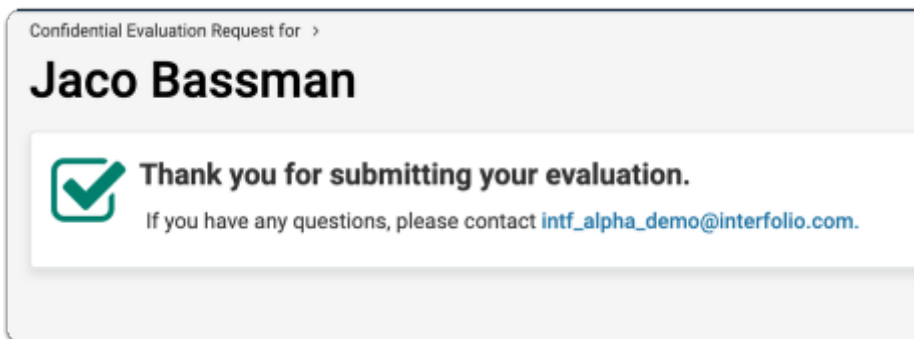
Click "Submit" when you are ready to submit your evaluation

You will see a confirmation screen thanking you for your evaluation.

Confidential Evaluation Request for >

Jaco Bassman


 **Thank you for submitting your evaluation.**
If you have any questions, please contact intf_alpha_demo@interfolio.com.



Once an evaluation and/or additional files have been added, the evaluator can download the evaluation and additional files.

Confidential Evaluation Request for >

Jaco Bassman

 **Thank you for submitting your evaluation.**
 If you have any questions, please contact inf_alpha_demo@interfolio.com.

Evaluation

Confidential Evaluation

Name	Action
Evaluation from Sharonda Dent	Download

Additional Files

Name	Action
Disher CV	Download
disher_Statement of Teaching Philosophy update	Download
disher_Cover_Letter	Download

If you decline the request:

Click "I Decline"

Confidential Evaluation Request for >


Jaco Bassman

Request Details


Type	Requested by
Confidential Evaluation	Interfolio Alpha University

Message from Interfolio Alpha University
 Thank you for agreeing to serve as an outside evaluator of the application for tenure and promotion to Associate Professor of Painting.

Decision

 **I will submit an evaluation.**
 Due September 26, 2020

[I Accept](#)

 **I will not submit an evaluation.**

[I Decline](#)

Confidential Evaluation Request for >

Jaco Bassman

Decision



I decline, I will not submit an evaluation.
I've changed my mind and agree to submit an evaluation.

Thank you for your response!

If you'd like, you may send the committee that requested this evaluation a message.

[Message the Committee](#)

If you choose to decline the request for an evaluation you will be taken to a page confirming your choice. Note that if you change your mind, you can come back to this page through the original email (or your Interfolio account if you have one) and agree to submit an evaluation.

You can click **Message the Committee** to send the committee a note explaining your decision.

Confidential Evaluation Request for >

Jaco Bassman

Decision



I decline, I will not submit an evaluation.
I've changed my mind and agree to submit an evaluation.

Thank you for your response!

If you'd like, you may send the committee that requested this evaluation a message.


[Message the Committee](#)

Click "Message the Committee" if you want to write a message to the committee who sent the request

Confidential Evaluation Request for >

Jaco Bassman

Decision

 **I decline, I will not submit an evaluation.**
[I've changed my mind and agree to submit an evaluation.](#)

Thank you for your response!

If you'd like, you may send the committee that requested this evaluation a message.

[Message the Committee](#)

