INTERFOLIO, RPT:

SUBMITTING OFFER LETTERS FOR REVIEW (DEPARTMENT ADMINISTRATORS)

A Step-by-Step Guide
LOGGING IN

1. To login you will CLICK HERE & click “Sign in with Partner Institution.”

2. Search for Vanderbilt University School of Medicine and click

3. Choose your vumc.org email for single sign-on

OR

You can also use the single sign-on method by CLICKING HERE and choosing your @vumc.org email address.
HOMEPAGE

This will then bring you to your homepage where you will see any cases you have opened and are active.

You will then want to navigate to your “Cases” Tab on the left-hand side of the screen to begin the process of “Creating a Case” and submitting the offer letter for review.
CREATING YOUR CASE

1. Click “Cases”
2. Click “Create Case”
3. Search & Choose Candidate from List
4. Click “Yes”
5. Choose your department
6. Click “Confirm”
CHOOSING THE TEMPLATE

- Scroll through the templates until you find the ones that begin with “Offer Letter”
- Click on the one that is right for your use case.
CLICK THROUGH PRE-MADE TEMPLATE

1. Case Information
   Type: Other

2. Candidate Requirements
   Candidate: [Details]
   Position: [Details]
   Schedule: [Details]
   Requirements: [Details]

3. Internal Case Sections
   Sections: [Details]
   Add Section: [Details]
   Previous: [Details]
   Return to Case Summary
ADD YOURSELF & OTHERS TO REVIEW STEPS
FINISHING UP SETTING UP THE CASE & NEXT STEPS

- Click Return to Case to Upload the Offer Letter and other documents for review
- Click Add File to add the URL to your word Document for the offer letter
- Click Add file for the CV and other documents to upload them in whatever format you prefer (doesn’t need to be a URL)
GETTING URL TO UPLOAD

• Go to OneDrive either online or on your hard drive.
• Find your document & Right Click
• Click Share
• Change “People you specify can edit”
• To “People in VUMC with the link”
• Click to Copy the URL
• Paste the URL into the URL box on the previous slide.
SEND THE CASE FORWARD (TO YOURSELF)

Fill in Subject Line (You will receive a notification in your inbox because you are sending it to yourself.)
FILL OUT THE OFFER LETTER FORM REGARDING THE CANDIDATE

• Go to the Case you just created
• Click Case Details
• Click “Fill Out Form”
• Enter all required information & Click “Submit Form”
SEND THE CASE FORWARD TO THE REVIEWER

Fill in Subject Line and edit any information you would like to in the body of the email and then click “Continue”.
ONCE YOU HAVE SENT THE CASE FORWARD YOU ARE FINISHED, THEN THE CASE WILL BE SENT BACK TO YOU WITH NOTES.

Feel free to reach out with any questions!

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