

Academic Jobs Online (AJO)


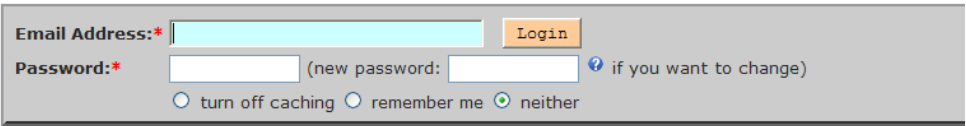
Job Aid

Group Manager Support


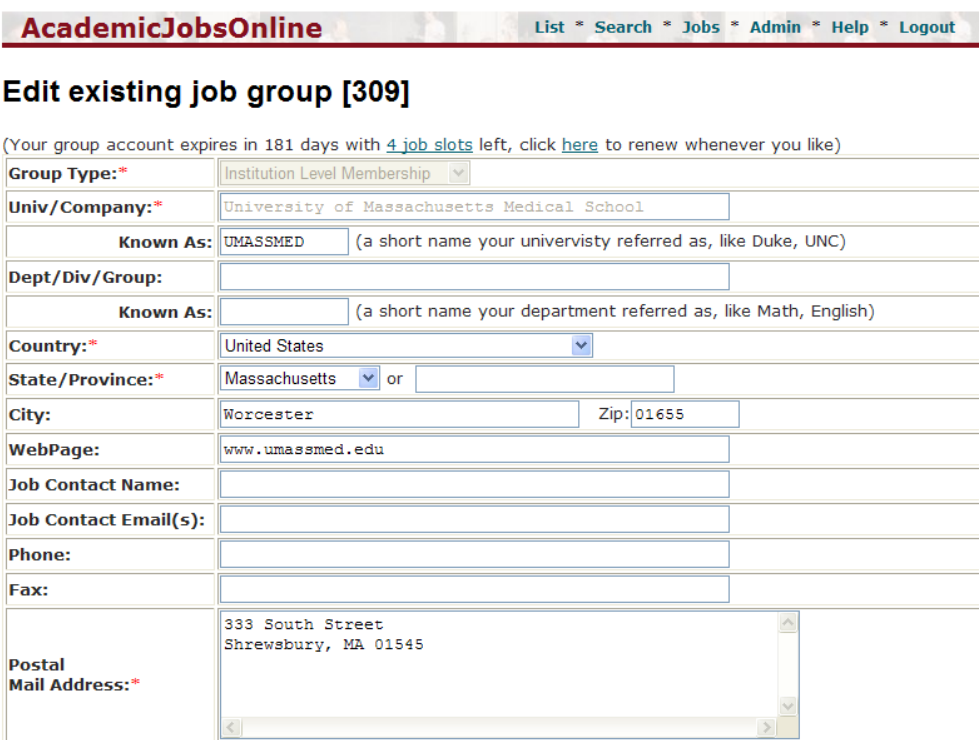
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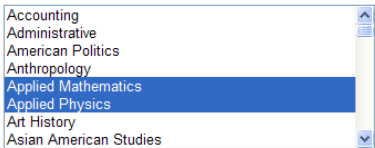
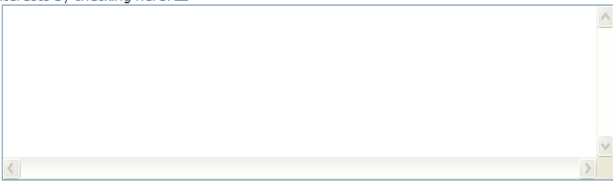
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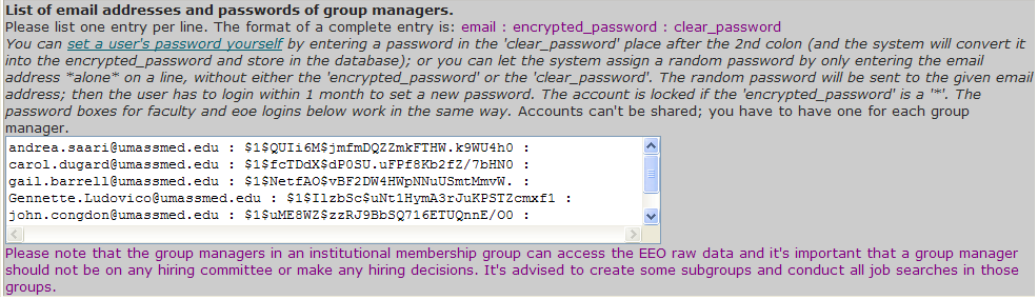
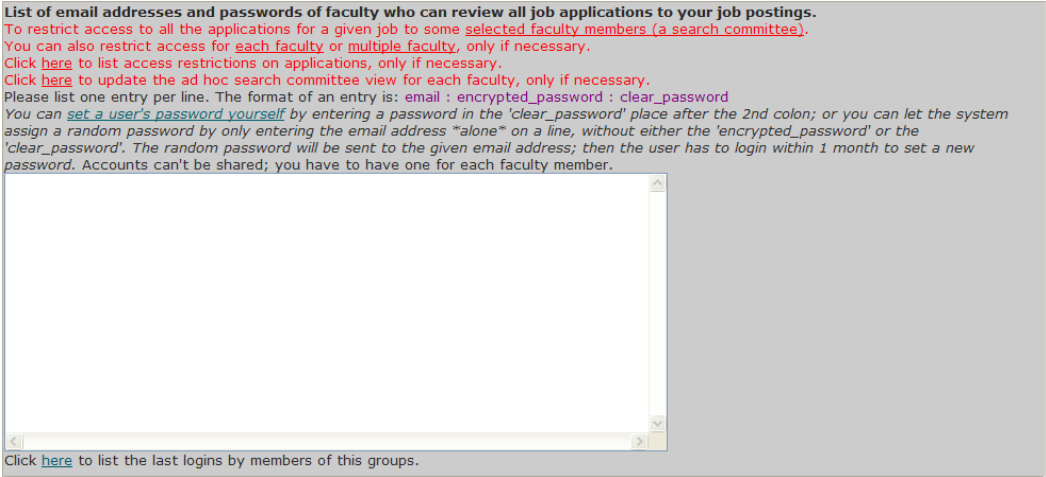
Login to AJO

Step	Action
1	Navigate to http://academicjobsonline.org/ajo
2	<p>Select ...as Faculty or staff at employee institution.</p> 
3	<p>Enter your Email Address and Password then click Login.</p>  <p>If you do not have a USERNAME or PASSWORD to access Academic Jobs Online (AJO), please contact Gail Barrell at 508-856-3223.</p>




Admin Config

Step	Action
1	<p>Select Admin from the menu</p>  <p>Then choose Config from the drop-down menu that appears.</p>
2	<p>Complete the required fields denoted with a *; any additional information entered will be incorporated into your requisitions.</p> <p>Please note: Your department must be configured at this level first before any requisitions are created. The information entered here captures specific information relative to your department.</p> <p>Note, any information entered in the following fields will appear in the requisition: Dept/Div/Group: Known As (Enter a short name/acronym for the Dept.), Webpage, Job Contact Name, Job Contact Email(s), Phone, Fax and Postal Mail Address.</p> 

Step	Action										
3	<p>Select the applicable Disciplines (areas of study). Select multiple disciplines by holding the CTRL key. Click on “finger” icon to suggest a new discipline. If suggesting a new Discipline, please note that suggestions must be reviewed and approved by the AJO administrators (turnaround time could be several hours or more).</p> <div> <p>Disciplines: * Select the generic disciplines your group is interested in recruiting applicants in. Then you can post job ads and search for available applicants (free agents) among the selected disciplines. You should select at least one; click on  to suggest a new discipline if the existing ones don't work for you. Hold down the Control key or the Apple Command key to select multiple entries.</p>  </div>										
4	<p>Enter the Research Interests. This is where the department can list the areas of interest; i.e. Diabetes, mammalian fertilization, etc. (the areas in which research is being conducted).</p> <div> <p>Research interests: Enter the list of research interests, one per line, your department is interested in. Applicants can then select one of these as their primary or secondary research interests. If this is empty, applicants can enter their own. In addition, you can always allow applicants to enter their own interests by checking here: <input type="checkbox"/></p>  <p>*** all information below with the gray background will not be publicly viewed by applicants ***</p> </div>										
5	<p>Complete the following required * : Admin Name, Admin Email, Phone number: This information (in gray) does not display in the requisition. Advertising Only: <u>Do Not Check</u> this box as all applicants must apply online.</p> <div> <p>*** all information below with the gray background will not be publicly viewed by applicants ***</p> <table border="1"> <tr> <td>Admin Name: * (for academicjobsonline support use only)</td> <td>Carol Dugard</td> </tr> <tr> <td>Admin Email: *</td> <td>carol.dugard@umassmed.edu</td> </tr> <tr> <td></td> <td>Only this login can config group and post job ads? <input type="checkbox"/></td> </tr> <tr> <td>Admin Phone#:</td> <td>508-856-1163</td> </tr> <tr> <td>Advertising Only?</td> <td><input type="checkbox"/> (check it if you don't intend to let applicants apply online. Skip the following questions if checked. This setting can't be changed by group managers once your account has been created.)</td> </tr> </table> </div>	Admin Name: * (for academicjobsonline support use only)	Carol Dugard	Admin Email: *	carol.dugard@umassmed.edu		Only this login can config group and post job ads? <input type="checkbox"/>	Admin Phone#:	508-856-1163	Advertising Only?	<input type="checkbox"/> (check it if you don't intend to let applicants apply online. Skip the following questions if checked. This setting can't be changed by group managers once your account has been created.)
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Step	Action
6	<p>List of email addresses and passwords of group managers: List an additional designated Group Manager (The group manager is the person or persons who have the responsibility of managing the Academic Jobs Online system for a department. Responsibilities include setting up the overall Department configuration, posting jobs, editing job postings, and, as designated by the search committee, updating applicant dispositions, notifying HR that a position has been filled and taking requisition snapshots). To add a Group Manager, enter the person's email address followed by a space and colon; i.e., XXXX.XX@umassmed.edu .:</p>  <p>Please note that the group managers in an institutional membership group can access the EEO raw data and it's important that a group manager should not be on any hiring committee or make any hiring decisions. It's advised to create some subgroups and conduct all job searches in those groups.</p>
7	<p>List of email addresses of faculty and/or members of the search committee who can review all job applications to your job postings: Enter the email address for every person who will serve as a search committee member, followed by a space and a colon: xxxx.xx@umassmed.edu :</p> <p>Once the configuration is submitted each search committee member listed will receive an email with their unique AJO password. <i>You may wish to send an email prior to this step, notifying committee members about password being sent.</i></p>  <p>Once the Config has been set up, you may return to limit search committee members to specific requisitions. To restrict access for a search committee member to a requisition, click on “selected faculty members (a search committee)” – see screen shot above.</p> <p>The “Set Job Access Permissions” screen will appear.</p> <p>On the “Set Access For:” box, click the drop down to display the open requisitions and select one. From the list of all search committee members, click on those who should have access to this particular requisition, then click “Submit” (at end of Config screens) to save the change.</p>

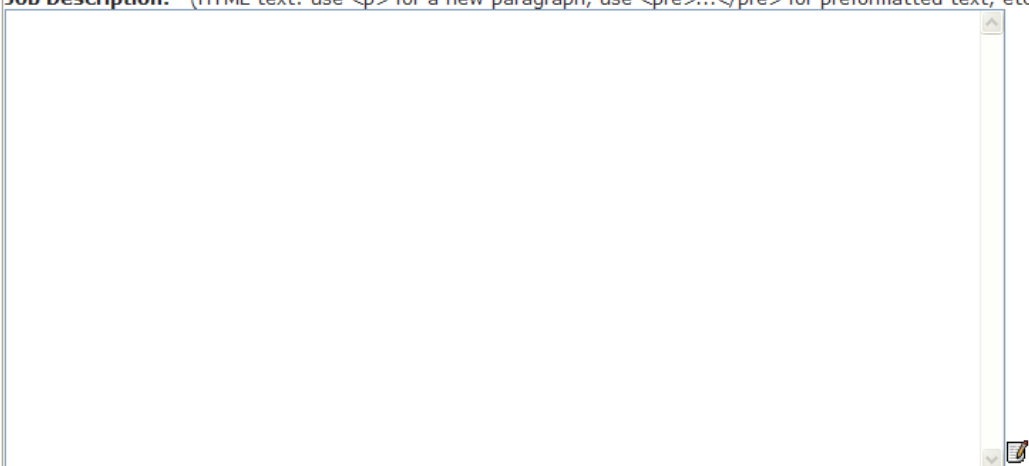
Step	Action
8	<p>Please DO NOT CHECK THE BOXES for the following two questions:</p> <p>-Faculty is not allowed to change password -Keep Faculty ratings/comments/lists private for all jobs</p> <div data-bbox="280 323 1474 569" style="background-color: #f0f0f0; padding: 10px;"> <p>Faculty is not allowed to change their password? <input type="checkbox"/></p> <p>Keep faculty's rating/comments/lists private for all jobs? <input type="checkbox"/></p> <p>The highest score <input type="text" value="10"/> and the lowest score <input type="text" value="1"/> for the ratings of applicants for all jobs in this group.</p> <p>Display applicant Uids in the # column on the main list? <input type="checkbox"/></p> <p>Ignore, not ask, the U.S. citizenship question on the coversheet? <input checked="" type="checkbox"/></p> <p>NOT allow subgroups to renew (and pay for) their own memberships and job slots? <input type="checkbox"/></p> </div> <p>The highest score __ and the lowest score __ for the ratings of applicants for all jobs in this group - You may change the rating scale here; however, it will apply to all generated requisitions. When creating each individual requisition, you will have the option to select a rating system for that particular requisition.</p> <p>Please DO NOT CHECK the boxes for the next TWO questions:</p> <ul style="list-style-type: none"> • Display applicant UIDs in the # column on the main list? This box should not be checked (above). • Ignore, not ask, the U.S. citizenship question on the coversheet?
9	<p>Please disregard this question.</p> <div data-bbox="280 982 1318 1052" style="background-color: #f0f0f0; padding: 10px;"> <p>The server can time out users accessing the database from outside your dept network if they are idle for 30 minutes while reviewing the applications. To enable this feature, simply define your dept network range below: (examples: math.duke.edu, 152.3.25.)</p> </div>
10	<p>Customer Message for applicants (optional): Add a message, if you wish, that will appear at the end of every standard message following the applicant's submission to a requisition.</p> <div data-bbox="280 1142 1318 1310" style="background-color: #f0f0f0; padding: 10px;"> <p>(Optional) Custom message for applicants: Enter any message (in plain text, formatted for email) you want to display and email to applicants after they submit a job application; this will be appended to the end of the standard message generated by the database.</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> </div>

Step	Action
11	<p>DO NOT ENTER ANY INFORMATION IN THE FOLLOWING:</p> <p>Message for 'New App'</p> <p>Is EEO form needed?</p> <div data-bbox="284 256 1323 777"> <p>Message for 'NewApp': This is the message an applicant will receive when you invite them to apply for jobs by using the 'NewApp' link. Please do not change the login and usage info.</p> <p>Dear \${FullName},</p> <p>Thank you for your interest in the \${Dept} at \${Univ}.</p> <p>In order to speed up the processing of your application, please fill out the standard electronic coversheet, if you haven't done so already, AND submit your application for each job you're applying for online at:</p> <p style="text-align: center;">\${Fullurl}</p> <p>Please click on the "Login...as Job Applicant" link to go to the login</p> <p>Is EEO form needed? <input checked="" type="checkbox"/> if needed, enter the EEO form below. Click on  below to turn on the builtin editor, and then click on the 'Form Input' icon there to enter new FORM fields; click on  here to preview. Please note all EEO related form parameter names have to begin with the letters "EOE", and it's recommended that no field should be selected (other than the 'Select One') or have data entered by default.</p> <pre> <P><SPAN style="FONT-FAMILY: 'Times New Roman', 'serif'; <P style="MARGIN: 0in 0in 0pt; mso-margin-top-alt: auto; mso-margin-bottom- <P><SPAN style="FONT-FAMILY: 'Times New Roman', 'serif'; COLOR: black; FO <TABLE style="WIDTH: 314px; HEIGHT: 81px" border=1> <TBODY> <TR> <TD></TD> <TD></TD></TR> <TR> <TD> </pre> <p>By sharing this EEO form within your institution, you mandate all groups to use it. Do you want to share your form above with other groups? <input checked="" type="checkbox"/> . You can view a list of shared EEO forms in your university or the system default.</p> </div>
12	<p>Do you want to collect the following EEO compliance info from the search committee? - Check this box. (required)</p> <div data-bbox="284 892 1323 955"> <p>Do you want to collect the following EEO compliance info from the search committees? <input checked="" type="checkbox"/></p> <p>If checked, the search committees can answer the questions for each applicant and each job applied on the applicant's page. Click  here to add more questions, then click on "Submit" below to save.</p> </div>

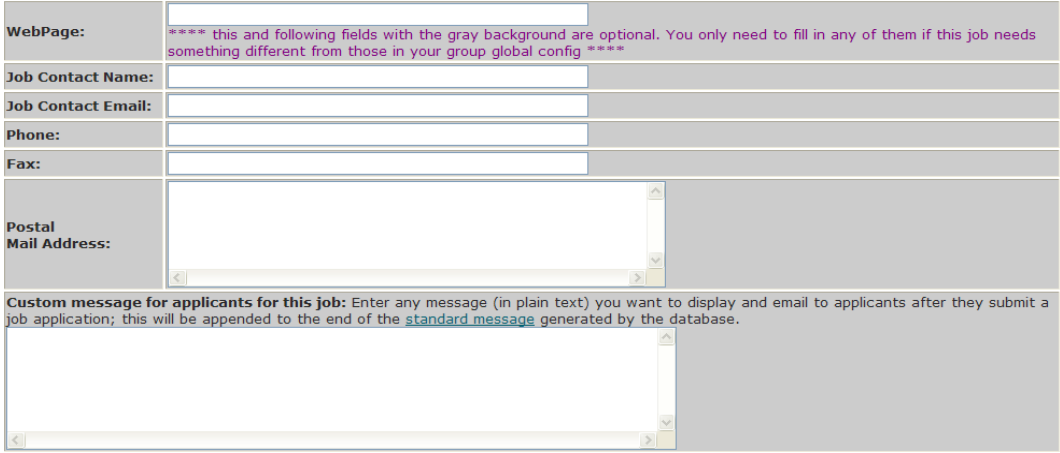
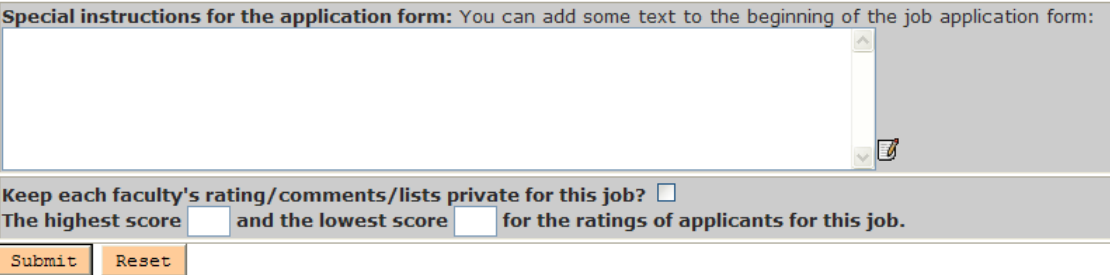
Step	Action
13	<p>Do you want to collect the following info for each requisition/job? – Check this box. (required)</p> <div> <p>Do you want to collect the following info for each requisition/job? <input checked="" type="checkbox"/></p> <p>If checked, the group managers can answer the questions for each job on the EEQ page. Click ! here to add more questions, then click on "Submit" below to save.</p> </div>
14	<p>Employer profile: (optional)</p> <p>Select a small image file (logo, etc) to be displayed with your jobs: Insert the Umass Medical School logo here.</p> <div> <p>Employer profile: (Optional. Please note this is not the place to enter your job ads)</p> <p>Select a small image file (logo, etc.) to be displayed with your jobs:</p> <div> <input type="text"/> <input type="button" value="Browse..."/> </div> </div>
15	<p>The next two questions are also optional:</p> <p>Any info about your dept/univ to show before your job listings:</p> <p>Any info to show after your job listings:</p> <div> <p>Any info about your dept/univ to show before your job listings [HTML header]</p> <div> <div></div> <div></div> </div> <p>Any info to show after your job listings: [HTML footer]</p> <div> <div></div> <div></div> </div> </div>

Creating a New Job Listing

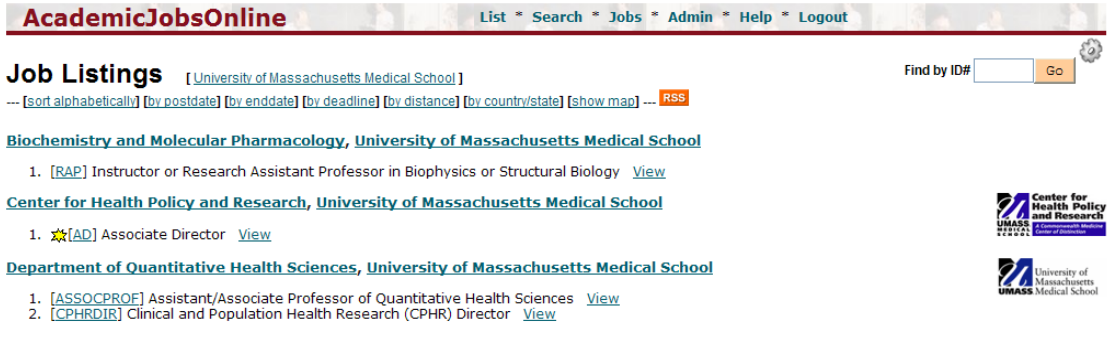
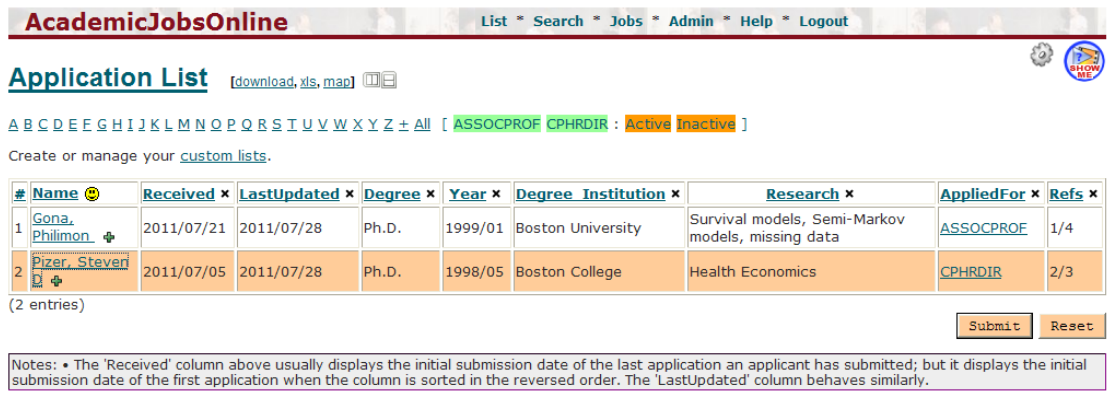
Step	Action										
1	<p>Select Admin> New Job from the top navigation bar to post a new job.</p> <p>Fill in the following fields:</p> <ul style="list-style-type: none"> • Position Title • Position Tag – The tag is an acronym for the position title; i.e., Research Assistant Professor is RAP. • Disciplines/Subject Areas – From the drop down menu, choose selected fields of expertise requested/required (click green plus sign at right). Click the red minus sign to remove the select Discipline. • Position Location – Enter Country, State, City & Zip. Do you wish to NOT allow new applications after the deadline? This is not applicable. <div> <div>AcademicJobsOnline</div> <div>List * Search * Jobs * Admin * Help * Logout</div> </div> <p>Create new job listing</p> <p><small>It's strongly recommended that you don't post jobs in this group at the institutional level. Please create a departmental group (by selecting "NewGroup" from the "Admin" menu) appropriate for the job and post it in that group instead.</small></p> <table> <tr> <td>Position Title:*</td><td><input type="text"/></td></tr> <tr> <td>Position Tag:*</td><td><input type="text"/> (a short word such as RAP for "Research Assistant Professor")</td></tr> <tr> <td>Disciplines*/Subject Areas:</td><td> <div> <div>Select One</div> <div> <div></div> <div></div> <div></div> </div> <div> <div>+</div> <div>-</div> <div>?</div> </div> </div> <p>selected disciplines and areas go here.</p> </td></tr> <tr> <td>Position Location:</td><td> Country: * <input type="text"/> United States State/Province: * <input type="text"/> Massachusetts or <input type="text"/> City: <input type="text"/> Worcester Zip: <input type="text"/> 01655 </td></tr> <tr> <td>Deadline:</td><td> <input type="text"/> (in YYYY/MM/DD format) Do you wish to NOT allow new applications after the deadline? <input type="checkbox"/> </td></tr> </table>	Position Title:*	<input type="text"/>	Position Tag:*	<input type="text"/> (a short word such as RAP for "Research Assistant Professor")	Disciplines*/Subject Areas:	<div> <div>Select One</div> <div> <div></div> <div></div> <div></div> </div> <div> <div>+</div> <div>-</div> <div>?</div> </div> </div> <p>selected disciplines and areas go here.</p>	Position Location:	Country: * <input type="text"/> United States State/Province: * <input type="text"/> Massachusetts or <input type="text"/> City: <input type="text"/> Worcester Zip: <input type="text"/> 01655	Deadline:	<input type="text"/> (in YYYY/MM/DD format) Do you wish to NOT allow new applications after the deadline? <input type="checkbox"/>
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Step	Action					
2	<p>Job Description – Cut and paste in the DEOO approved job description (from the approved Authorization for Faculty Recruitment Form)</p> <p>Job Description:* (HTML text: use <p> for a new paragraph, use <pre>...</pre> for preformatted text, etc.)</p> 					
3	<p>Joint Search – Please leave blank at this time.</p> <p>Ads Only? – DO NOT CHECK this box as you do want applicants to apply to this job on AJO.</p> <table border="1"> <tr> <td rowspan="2">Joint Search:</td> <td>If this position is a joint search with another department or institution, enter its name:</td> </tr> <tr> <td> <input type="text"/> Optionally, you can also upload a logo for it: <input type="text"/> <input type="button" value="Browse..."/> </td> </tr> <tr> <td>Ads Only?</td> <td><input type="checkbox"/> (check it if you don't intend to let applicants apply this job online)</td> </tr> </table>	Joint Search:	If this position is a joint search with another department or institution, enter its name:	<input type="text"/> Optionally, you can also upload a logo for it: <input type="text"/> <input type="button" value="Browse..."/>	Ads Only?	<input type="checkbox"/> (check it if you don't intend to let applicants apply this job online)
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Ads Only?	<input type="checkbox"/> (check it if you don't intend to let applicants apply this job online)					

Step	Action
6	<p>List this job – List the start date of the posting in ‘from’ and the last day the position will be posted in ‘to’. You can only post for six months maximum at a time. It is very important to note that the posting must remain open during the time period listed and all applicants who apply within this timeframe MUST be reviewed. If you wish to extend the posting, you may edit the date (but remember the system allows only a six month time frame.) Once the end date passes, the requisition will no longer be posted.</p> <p>Enter a message to halt new applications temporarily – DO NOT ENTER information into this box.</p> <p>Do not list this job publicly, only people who know the URL can access. – DO NOT CHECK</p> <div> <div>List this job</div> <div> from <input type="text" value="2011/08/01"/> to* <input type="text" value="2012/02/01"/> (YYYY/MM/DD) </div> <div> Enter a message below to halt accepting new applications temporarily: <div></div> </div> <div> <input type="checkbox"/> do not list this job publicly, only people who know the URL can access. </div> </div>
7	<p>EZ Apply Option – DO NOT USE this option.</p> <p>EZApply Option: When this option is enabled, new applicants who have never registered and have never used this site previously will be able to go directly to the coversheet and job application forms when they click on the 'Apply' link for this job, without loggin in and creating an account first. This makes applying for this job a simple one-step process. Behind the scene, accounts will be created for them with the given email addresses and some random passwords, which will be emailed to them later. The applicants can also use the "Forgot your password?" link on the login page to recover their passwords in case they need to come back to update their applications. To enable it, check this box: <input type="checkbox"/> .</p> <p>Additionally, you can add some instructional text to the beginning of the coversheet:</p> <div></div>


Step	Action
8	<p>The following (gray) areas are optional. Any information entered will be seen on the position requisition.</p> <ul style="list-style-type: none"> Web page – You may enter a link to your departmental website. Job Contact Email Job Contact Name Phone Fax <p>Postal Mail Address</p> <ul style="list-style-type: none"> Custom message for applicants for this job – You can add a customized message to this position requisition only. 
9	<p>Special instructions for the application form</p> <p>Keep each faculty's rating/comments/lists private for this job? – DO NOT CHECK.</p> <p>The highest score and the lowest score for the ratings of applicants for this job – Here you may choose a separate rating system from that which was set up in the Config module.</p>  <p>Click on Submit to save and post the job listing on AJO. Click on reset ONLY to delete all and start over.</p>

View Applicant List

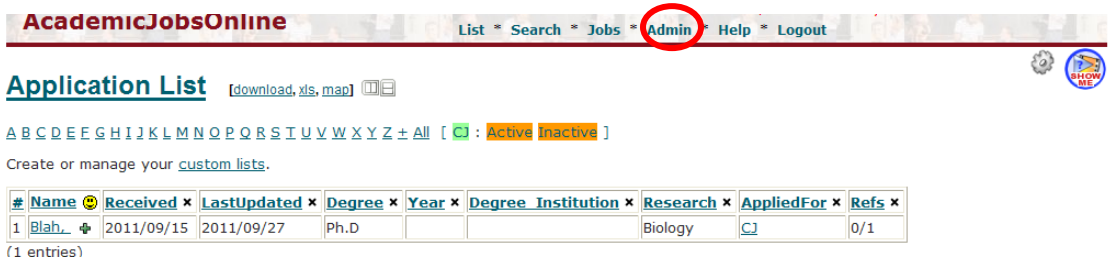
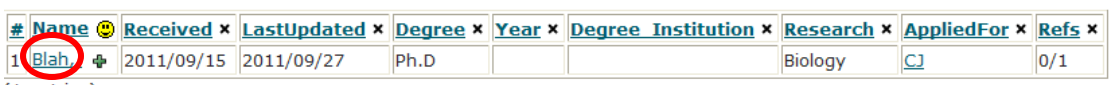

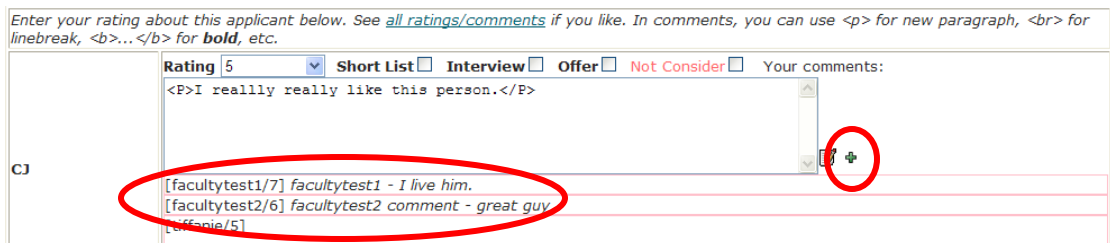
Step	Action
1	<p>To review applicants or navigate to a candidate you would like to review :</p> <p>First click on Jobs, then select a job from the list that appears :</p> <div>  <p>The screenshot shows the 'AcademicJobsOnline' website. The top navigation bar includes links for List, Search, Jobs, Admin, Help, and Logout. The main content area is titled 'Job Listings' and lists three job categories: 'Biochemistry and Molecular Pharmacology, University of Massachusetts Medical School', 'Center for Health Policy and Research, University of Massachusetts Medical School', and 'Department of Quantitative Health Sciences, University of Massachusetts Medical School'. Each category has a list of job openings with details like job title, location, and a 'View' link. The 'Department of Quantitative Health Sciences' section shows two jobs: 'ASSOCPROF Assistant/Associate Professor of Quantitative Health Sciences' and 'CPHRDIR Clinical and Population Health Research (CPHR) Director'.</p> </div> <p>Click on List (on top menu bar), and a list of applicants will appear for that job.</p> <div>  <p>The screenshot shows the 'AcademicJobsOnline' website's 'Application List' page. The top navigation bar is the same as the previous screenshot. The main content area is titled 'Application List' and shows a table of applicants. The table has columns for #, Name, Received, LastUpdated, Degree, Year, Degree Institution, Research, AppliedFor, and Refs. There are two entries listed: 1. Gona, Philimon (Received: 2011/07/21, LastUpdated: 2011/07/28, Degree: Ph.D., Year: 1999/01, Degree Institution: Boston University, Research: Survival models, Semi-Markov models, missing data, AppliedFor: ASSOCPROF, Refs: 1/4) and 2. Pizer, Steven (Received: 2011/07/05, LastUpdated: 2011/07/28, Degree: Ph.D., Year: 1998/05, Degree Institution: Boston College, Research: Health Economics, AppliedFor: CPHRDIR, Refs: 2/3). Below the table, there are buttons for 'Submit' and 'Reset'. A note at the bottom states: 'Notes: • The 'Received' column above usually displays the initial submission date of the last application an applicant has submitted; but it displays the initial submission date of the first application when the column is sorted in the reversed order. The 'LastUpdated' column behaves similarly.'</p> </div>

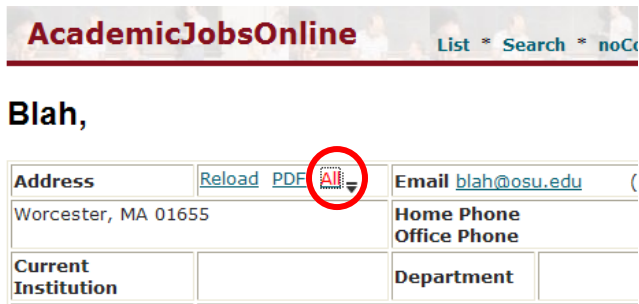
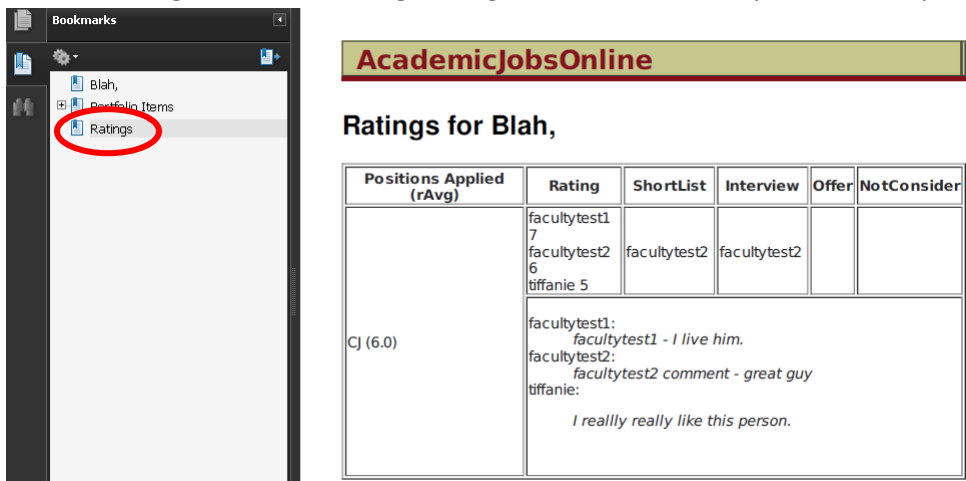
Step	Action																										
2	<p>Click on a specific name to see the information on the candidate you would like to review.</p> <p>Click "All" to view the pdf version of the CV as well as the portfolio (appears on the left side of page) which contains the applicant's submitted documents.</p> <div> <div> AcademicJobsOnline List * Search * Jobs * Admin * Help * Logout </div> <div> </div> </div> <p>Pizer, Steven D</p> <table border="1"> <tr> <td> Address Reload PDF All Edit 14 Plowgate Road Chestnut Hill, MA 02467 </td><td> Email pizer@bu.edu (update 2011/07/05) Home Phone (617) 553-8060 Cell Phone (617) 407-2269 Office Phone (857) 364-6061 </td></tr> <tr> <td> Current Institution VA Boston Health Care System and Boston University Location 150 S. Huntington Ave. (152H), Boston, MA 02130 </td><td> Department Health Care Financing & Economics Highest Degree Ph.D. Institution Boston College Date 1998/05 </td></tr> <tr> <td colspan="2"> Thesis Advisor Research Interests Primary Health Economics Secondary Health Service Research; Quantitative Methods </td></tr> <tr> <td colspan="2"> Current Research Interests: Web Pages: http://www.hcfe.research.va.gov </td></tr> <tr> <td colspan="2"> Position(s) applied <input checked="" type="checkbox"/> CPHRDIR US Citizen/Residency: Yes </td></tr> <tr> <td colspan="2"> References [new] (☐ = to be sent by postal mail) </td></tr> <tr> <td colspan="2"> Date Received (please note, NOT all references received by postal mail are recorded here) </td></tr> <tr> <td>1. Roger Feldman, University of Minnesota, feldm002@umn.edu</td><td>file (Word, PDF, 2011/07/05) ⬇</td></tr> <tr> <td>2. 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(optional) attach a file: <input type="text"/> Browse... Limit the access of this application: Check out the file folder, or select 'CHECK IN' to check in: Select One </td><td></td></tr> <tr> <td> My Private Notes </td><td></td></tr> </table> <div> Submit Reset </div>	Address Reload PDF All Edit 14 Plowgate Road Chestnut Hill, MA 02467	Email pizer@bu.edu (update 2011/07/05) Home Phone (617) 553-8060 Cell Phone (617) 407-2269 Office Phone (857) 364-6061	Current Institution VA Boston Health Care System and Boston University Location 150 S. 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Click on **Submit** to save info you supplied with **Received Material** section. Click on reset **ONLY** to delete all and start over.

Jobs	
Step	Action
1	<p>Select Jobs from the top navigation bar to view all positions.</p> 
2	<p>Edit – Make changes to a newly created or duplicated (see next) job postings.</p> <p>Duplicate – Create a new listing by duplicating a previous posting.</p> <p>Preview - This is what the applicants see when applying for this job.</p> <p>Status - This form lets you update all applicants who are applying for this job with the current hiring status of the job.</p> <p>mv - Move applications To Another Job</p>

Documenting the Recruitment Process

Step	Action
1	<p>Throughout the recruitment process, each applicant status must be documented in AJO. Search committee members can rate applicants and make notes for each applicant. In lieu of the search committee members entering ratings for an applicant, the Group Manager has the option of performing this task. A group manager can logon and:</p> <p>From the Admin menu choose “As Faculty”. This will give you the view that faculty see.</p>  <p>Click on one of the candidates:</p>  <p>You will see the section below in Faculty view. Choose Rating from the drop down menu, type a comment in the box, then click Submit at the bottom of the page.</p> 
2a	<p>There are 2 ways to see all other faculty comments on the candidate.</p> <ol style="list-style-type: none"> Click the plus sign next to the comments box;  <p>Or,</p>

Step	Action
2b	<p>2. Click the ALL button at the top of the candidates profile</p>  <p>Click on Ratings to see the average rating and the comments by all the faculty.</p> 
3.	<p>Please ensure that the following information is documented for each applicant to a position:</p> <p>Disposition Codes– A disposition should be updated for each stage of the applicant process. Every applicant must have a disposition code.</p> <p>Applicant Interviewed – Indicate whether the applicant was interviewed or not.</p> <p>First Interview Date - Enter the date the applicant first interviewed, if applicable .</p> <p>Second Interview Date - Enter the date of the applicant’s second interview, if applicable.</p> <p>Third Interview Date – Enter the date of the applicant’s third interview, if applicable.</p> <p>Offer Date – Enter the date the offer was made.</p> <p>Hire Date – Enter the start date for the candidate.</p>

Snapshot

Step Action

1 Once all the above-mentioned fields are completed for each applicant, a snapshot can be taken. A snapshot is a complete collection of all job application material for all applicants to a position on a given date. A good time to take a snapshot is when the current hiring has just finished, but before new hiring begins.

Open the position which requires the snapshot.

Click **Admin** and select **Snapshot** from the list.

Click on the following link: [Create a snapshot](#). A folder with the snapshot information will be created and stored on our computer.

AcademicJobsOnline

--- this is a demo server, don't enter any real data! ---

List * Search * Jobs * Admin * Help * Logout

Admin * Config * NewJob * noCover * NewApp * AsFaculty * Shared Notes * Labels * News * Mail * EEO/EOE * **Snapshots** * Wanted

culty, John

Address: Worcester, MA 01655

Email: ajo@umassmed.edu (update)

Home Phone: Office Phone: Department:

Current Institution: Location: Worcester, MA 01655

Highest Degree: Ph.D. Institution: Date:

Supervisor: Advisor:

Research Interests: Primary This is something that the department needs to supply when setting up the access. Secondary:

Current Research Interests:

Position(s) applied: ☒ CDT ☒ WKJ ☒ NTQ

Do Consider For:

References (new) (to be sent by postal mail)

Reference	Date Received (please note, NOT all references received by postal mail are recorded here)
l. cd, , cd@umassmed.edu	<input type="checkbox"/> received? ☺
l. ed, , ed@umassmed.edu	<input type="checkbox"/> received? ☺
l. bd, , bd@umassmed.edu	<input type="checkbox"/> received? ☺
l. gd, , gd@umassmed.edu	<input type="checkbox"/> received? ☺

Created: 1/1/2011

Is you board certified: 1

How did you hear about this position: Academic Jobs OnLine 1

Processed? ☐ Complete? ☐ Submit

Notify HR when this is done. **Please do not close the requisition** as this task is the responsibility of HR.