

Review Documents

Double click one of the candidates from the review section.

TeP Dept Committee Members

Review-You will see docs after candidates deadline

EMPLID	FIRST NAME	LAST NAME
1111	TEST	TESTERSON

OnBase will open this candidate's file. The application is displayed in the viewer in the bottom of the window, but associated documents are available via the work folder on the left.

Review Documents

The work folder offers a dropdown to display the appropriate documents you wish to view.

LIFE CYCLE VIEW WORK FOLDER

Portfolios

- 02 CV, SOE, DTSM
- 03 Letter of Recs
- 04 Narratives
- 05 Annual Evals
- 06 Student Evals
- 07 Obs
- 11 Supplemental
- 08 AWAs
- 09 Evidence of Performances
- 10 Tenure Only
- 01 All TeP1 Docs

After making a selection, double click a document to open it in a new window. Close the window when you are finished.

NOTE: You do not need to take any action. Your department committee chair will record the recommendation. You only need to prepare for this meeting by reviewing the candidate documents.

