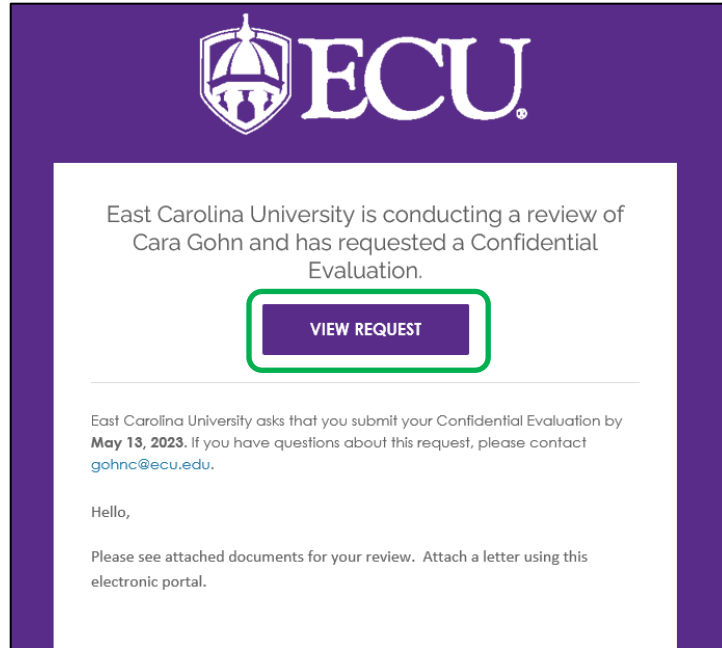
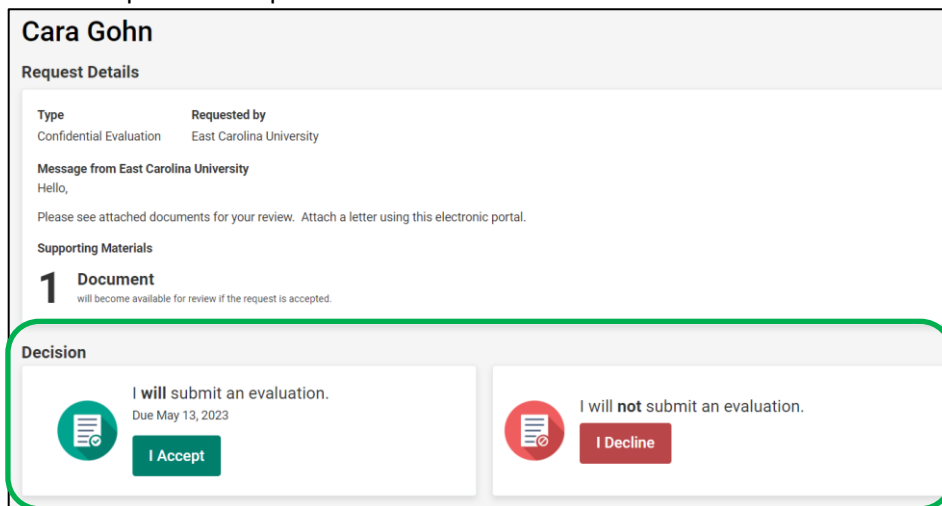


Instructions for External Reviewers

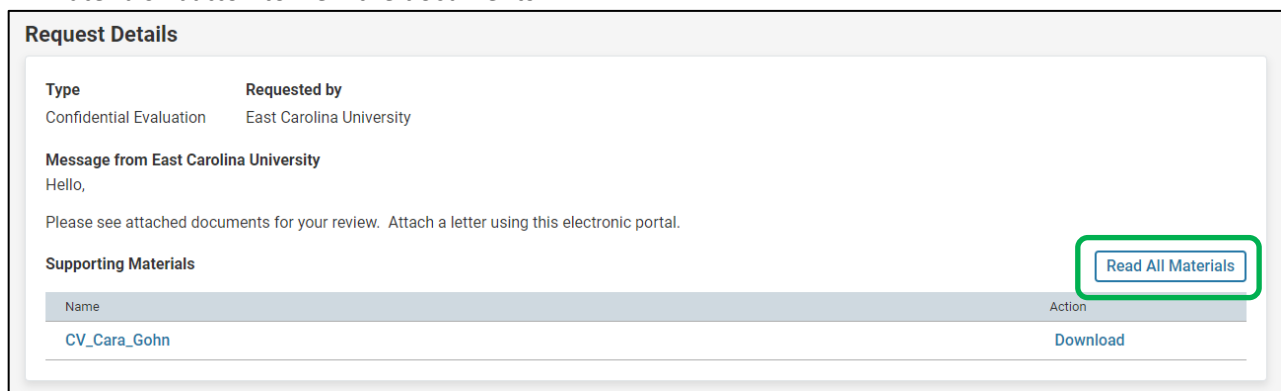
When a request for a letter is submitted electronically to external reviewers via Faculty180/Interfolio, the external reviewer will receive an email. Click "View Request."



Click "I Accept" or "I Decline." External Reviewers will not be able to view the attached candidate documents until the request is accepted.



If accepted, the screen will refresh and candidate document will be available for viewing. Click the "Read All Materials" button to view the documents.



Under the candidate documents, a due date will appear. The letter must be uploaded before that due date, or you will be unable to upload the letter using this method. Upload the letter by clicking “Add File” in the Evaluation section.

Request Details


Type	Requested by
Confidential Evaluation	East Carolina University

Message from East Carolina University
Hello,
Please see attached documents for your review. Attach a letter using this electronic portal.


Supporting Materials [Read All Materials](#)

Name	Action
CV_Cara_Gohn	Download

Decision



I accept, I will submit an evaluation.
I've changed my mind and decline to submit an evaluation.



Due May 13, 2023
You can not submit after the due date.

Evaluation
[Learn more about our accepted file types.](#)

Confidential Evaluation [Add File](#)
1 required

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

Once uploaded, click “Submit.”

Evaluation
[Learn more about our accepted file types.](#)

Confidential Evaluation
1 required

Name	Action
Evaluation from External Reviewer Name	Replace

[Submit](#)