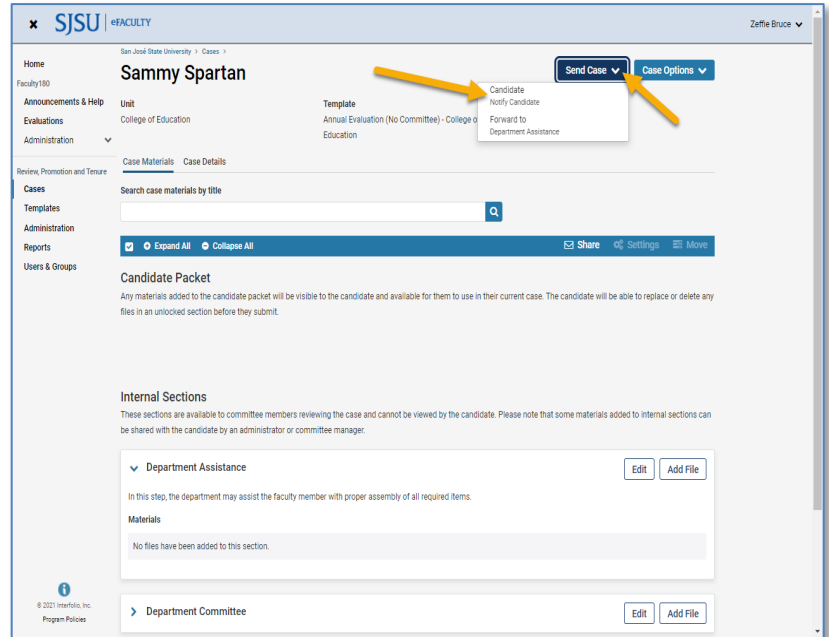
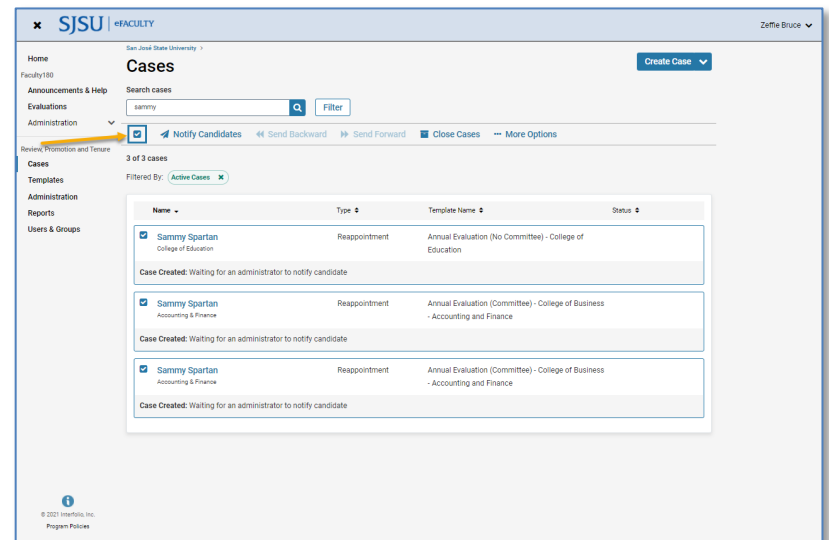


Step #1.

Select Send Case
Under the drop-down menu select
notify candidate.

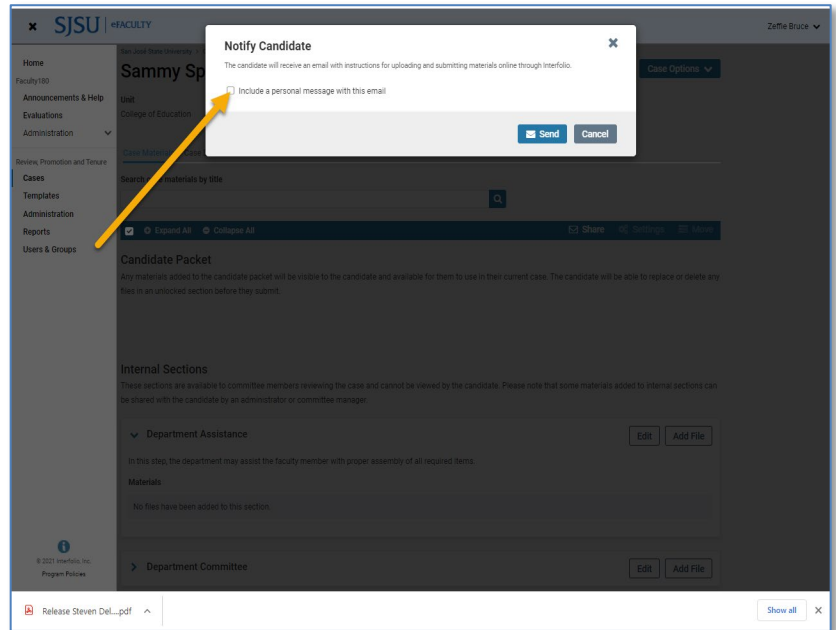


To notify multiple candidates of case
creation select the box next to notify
candidates.



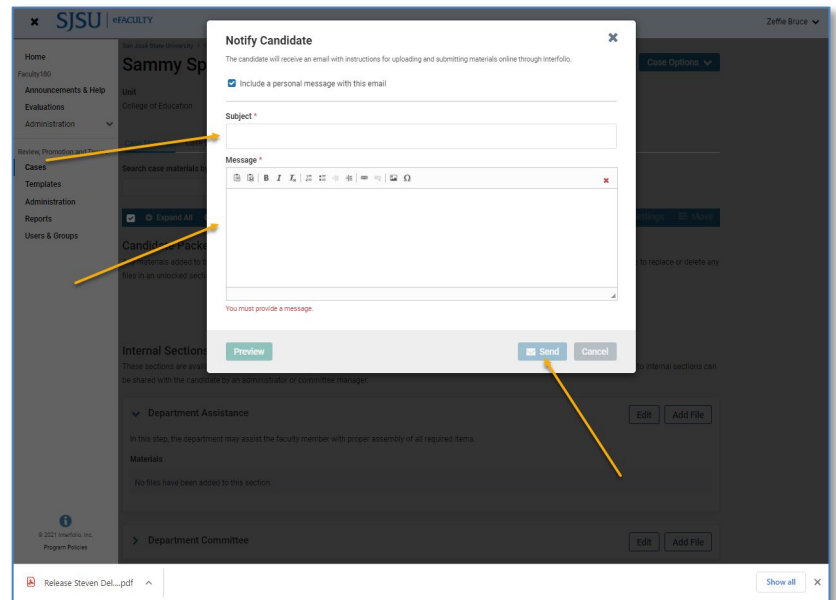
Step #2.

Select the box to include a message to the candidate/s.



Step #3.

Complete the message to the candidate/s by including the type of review in the subject line (Annual or Cumulative Evaluation) see the next step (Step#4) for suggested language for the message.



Step # 4.

Suggested language for notifying candidate/s of case creation.

Note: Please replace Department/Division wording in the message with you your dept/division name.

1. Sending the case to the CANDIDATE for ANNUAL EVALUATION

Subject: Annual Evaluation

Message:

Your Annual Evaluation case has been initiated by **[Department/Division Name]**. This will allow you to view your materials from the reviewers' perspective, and when you are ready, submit your annual evaluation packet for review. January 24, 2024, is the deadline for submission. You may work with your division's analyst before submitting to ensure that you have uploaded all required materials (please see [instructions for periodic evaluations](#)).

Assistance with using eFaculty is available at efaculty@sjsu.edu and help@interfolio.com, and multiple help documents are available at the [eFaculty Training and Help](#) web page:

- [Add files in eFaculty](#)
- [Submit the packet.](#)
- [Add or remove SOTE/SOLATEs](#)
- [Entering eFaculty](#) (log into one.SJSU.edu and select the eFaculty tile).

Please do not hesitate to contact us if you have any questions.

Name(s)

1. Sending the case to the CANDIDATE for CUMULATIVE EVALUATION

Subject: Cumulative Evaluation

Message:

Your Cumulative Evaluation case has been initiated by **[Department/Division Name]**. This will allow you to view your materials from the reviewers' perspective, and when you are ready, submit your annual evaluation packet for review. March 12, 2024, is the deadline for submission. You may work with your division's analyst before submitting to ensure that you have uploaded all required materials (please see [instructions for periodic evaluations](#)).

Assistance with using eFaculty is available at efaculty@sjsu.edu and help@interfolio.com, and multiple help documents are available at the [eFaculty Training and Help](#) web page:

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Please do not hesitate to contact us if you have any questions.