# Initial Communication to Candidate

You must input the requisition number here before sending the link to the candidate

**[Departmental Salutation and welcoming language]**

To initiate the process of setting up your Yale appointment, please follow the instructions below:

1. Copy and paste the link below into a web browser:https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?partnerid=25053&siteid=5370&AReq=**XXXXBR .** This link will take you to a summary of the position you have accepted. If you note any inaccuracies or have questions about the position description, please contact me before proceeding to the next step.
2. Beneath the position description, click the “Apply to job” button. On the next screen, click “Click here to create a login.” You will be prompted to create a login name and answer security questions. Retain your login information because you may return to this site in the future.
3. Follow the guided steps to create a biographical profile. This process will require you to upload a CV in pdf format and input additional biographical information. The “Submit attachments” screen will instruct you to upload supplemental documents that are specific to your position title. Documentation may include proof of degree, evidence of external funding, and/or proof of external health insurance.
4. Once you have completed all of the screens for your online profile and have verified that the information is accurate, click “Submit.”

After you have finished the process above, you may receive automated messages instructing you to take additional action. Note that final approval of your appointment may be contingent upon a background check, receipt of a visa to enter the United States, or both.

Once your appointment has been formally approved, you will receive a final communication confirming the details of your position. Please be sure to review the information for accuracy, and retain this final communication for your records.

Note that if you are not a U.S. Permanent Resident or U.S. citizen, we will be sending you an additional email describing how you will apply for your visa. The visa application process is separate from the one described above and will require you to upload documents and data into a different system called the International Scholar Dossier (ISD). We will send you your ISD username and password soon, and Yale’s [Office of International Students and Scholars](http://www.yale.edu/oiss) will assist you with acquiring the appropriate U.S. visa.

Sincerely,

**[Departmental contact name]**

**[Contact phone number]**