

## **Credential File Service**

**Summary/Purpose:** To describe the policies and procedures for establishing credential files and for using the service.

### **What is a credential file?**

A credential file contains information about a student's education and work experience which may be of interest to potential employers. Having a credential file eliminates the student's need to repeatedly request letters of recommendation from professors and previous employers, and allows the student's credentials to be mailed in a confidential, professional, and efficient manner.

### **Who needs a credential file?**

Credential files are used most frequently by students and alumni who are seeking employment as faculty or administrators in elementary, secondary, and higher education. However, credential files are also helpful to any students who are applying to graduate school or who are applying for fellowships and internships.

### **What does a credential file contain?**

A credential file may include any or all of the following:

- Resumes
- Curriculum vita (CVs)
- Letters of recommendation
- Unofficial transcripts
- Teaching Certifications
- Student Evaluations
- Test scores
- Writing samples
- Dissertation abstracts

### **How to establish a Credential File**

The Career Center has partnered with Interfolio, Inc. to offer an electronic delivery service that provides greater convenience and accessibility to users. Interfolio will allow users to create an electronic portfolio for on-line management of credentials, with 24-hour accessibility. Interfolio is self-managed, allowing users to make requests at their convenience. This service will process delivery requests within one (1) business day. In addition, Intefolio provides the capability of storing confidential documents on file, allowing the user to choose whether to hold the document (i.e., recommendation letter) confidential, or retain the right to review it.

To create a credentials account with Interfolio, visit <http://www.interfolio.com>. New users will create a profile for their account and will then be able to build portfolios immediately.

## The University of Mississippi

The fees for establishing an account are based on a one-year, five-year, or a ten-year plan. Additional fees will be assessed for each mailing requested. Multiple forms of payment are accepted, including credit cards, checks, and money orders. For details regarding the pricing schedule, please visit <http://www.interfolio.com>.

### **Inactive Credential Files**

Credential files that have been inactive for a period of five years will be destroyed. Every effort will be made to contact file holders before credential files are destroyed. This applies to paper files that were established and stored in the Career Center prior to June 1, 2007.

Inactive credential files may be transferred to Interfolio, at the file holder's expense, by submitting a transfer request, in writing. **Please contact the Career Center for additional information regarding the transfer of inactive files.**

**Please note: The prices, policies, and procedures outlined above are all subject to change without notice. Contact the Career Center at 915.7174, for inquiries related to the Credential Files service.**