



THE CAREER CENTER
UNIVERSITY OF NOTRE DAME
248 FLANNER HALL
NOTRE DAME, INDIANA 46556-5611

MEMO

To: All Dossier Participants

From: Dinah Graham, Coordinator of Dossier Services

A handwritten signature in black ink that reads 'Dinah Graham'.

Date: August 14, 2000

Subject: Change in Dossier Policy

In an effort to better serve you, and to do so in a timely manner, the Director of The Career Center and the Manager of Graduate Student Career Services have approved the following changes to the Center's dossier/credential file policy, effective August 15, 2000:

On-line folio/dossier services are now available through **Interfolio.com** or **ReferenceNow.com**. These on-line services may offer students a more cost effective system to send dossier files to prospective employers. Interfolio.com appears to be more responsive to the needs of graduate students' credential files. However, you are encouraged to investigate both options. A series of informational seminars related to the use of this technology will be offered during the year (date and time TBA, check our website and your department). *Please note that Notre Dame assumes no responsibility for services or transactions provided by or through Interfolio.com. or ReferenceNow.com.*

Although on-line processes represent the future trend in credential management, Notre Dame graduate students will continue to have limited options for utilizing hard copy dossier services through our office. However, due to the relatively high cost to the University of this service, the following fee schedule and conditions will be implemented, effective August 15, 2000:

- ◆ There will continue to be a one-time charge of twenty-five dollars (\$25.00) to establish a dossier file. This charge will also cover the cost of reproducing and sending three (3) copies of the dossier file (first class postage only - an additional charge of fifteen dollars (\$15.00) is assessed for Federal Express handling). An eight dollar (\$8.00) charge will be assessed for processing each dossier after the initial three (3).
- ◆ Dossier requests will not be processed on a credit basis, and all requests will be processed only after full payment is made, consistent with the number of requests submitted. As of August 15, 2000, an individual with an outstanding balance for previous dossier services **must** eliminate that debt before any further requests will be processed. Dossier charges may be paid in cash, by check, or VISA/MasterCard.
- ◆ Normally, the maximum number of requests submitted by an individual at a given time will not exceed twelve (12), and the maximum number of dossier requests in-process on behalf of a single individual will not exceed twenty (20) within a given 7-day period.

This is an exciting and rewarding time of transformation into the world of technology. Our office remains committed to assisting you with this important part of your job search. Feel free to contact me should you have any questions.