

## Sample Email for a Courtesy Appointment to a Researcher or Research Support Role

Dear <appointee's title, name>,

You are being considered for an appointment that has been designated as a researcher or research support position. As a part of the screening process, additional information regarding your research or research related activities is required by completing a form in our applicant tracking system (PageUp). If you do not have an existing account in the applicant tracking system, you will need to create one. Please follow the instructions below:

- Click the following link to begin the process:  
<http://explore.jobs.ufl.edu/cw/en-us/job/527535?lApplicationSubSourceID=>
- Click the orange Apply Now button in the top right corner of this page.
- Log in to your existing PageUp account, or create an account if needed.
- Answer each section of the form.
- Enter the following information for the **Hiring Information** section of the form:
  - Enter the title of the position you are being appointed to: <insert the information that the candidate should provide>
  - Please enter the name of the college where you will be working: <insert the information that the candidate should provide>
  - Please enter the name of the department or unit where you will be working: <insert the information that the candidate should provide>
  - Enter the name of the HR contact for the department/college where you will be appointed:  
<insert the information that the candidate should provide>
- On the Agreement page, read and sign the certification statement.
- Once the form is complete, click the Submit Application button at the bottom of the Submit page.
- Be sure to complete all pages of the form. If you wish to save your progress and then return to the form later, you may select the Save and Exit button.

In an effort to avoid delays, your prompt attention to this request is appreciated. For additional assistance with the form, please contact Talent Acquisition and Onboarding at [talent@hr.ufl.edu](mailto:talent@hr.ufl.edu) or call (352) 392-2477.