
Interfolio RPT Peer Reference Evaluator Instructions

INSTRUCTIONS:

This evaluation requires Microsoft Word for completion.

1. Download the Peer Reference Questionnaire.
 - *The questionnaire is a fillable Word document. You will only be able to edit the highlighted portions of the document.*
2. Click “Save As” on the Peer Reference Questionnaire with your last name in the file title.
 - *Example: Smith_Peer Reference Questionnaire*
3. Complete the Peer Reference Questionnaire and save often.
4. After answering the questions about the candidate, enter your own professional information at the end of the form.
5. Return to the “Confidential Evaluation Request” webpage.
 - *Selecting “View Request” at the top of the email you received will bring you back to the webpage if needed*
6. Select “Add File” in the Evaluation section of the page, then attach and upload the completed Questionnaire. Please submit the Questionnaire as a Word document.
7. Hit “Submit” at the bottom of the page to complete the evaluation. You will get an email confirming submission.

It is the policy of the University of Pennsylvania that evaluations be held in confidence. In the event of litigation or a governmental investigation, however, the candidate or others may gain access to the information contained in these evaluations.

Thank you for agreeing to complete this evaluation for our candidate.