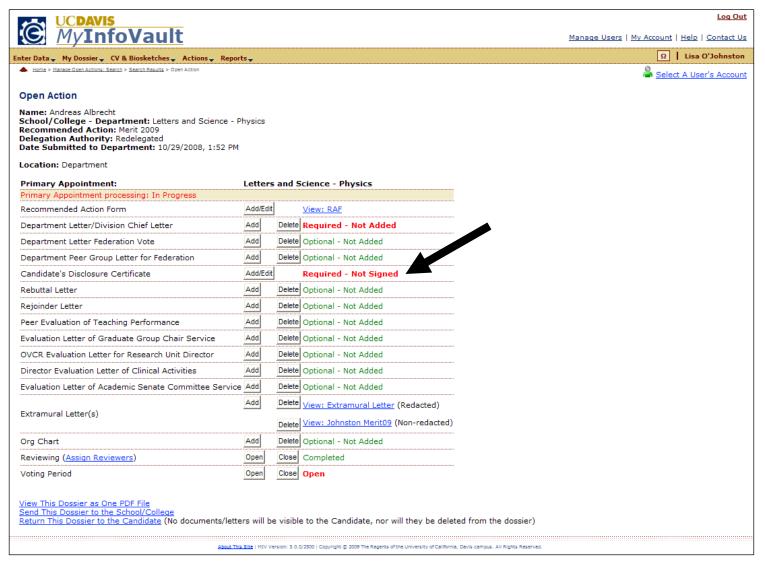
# **MyInfoVault**

V3 Candidate's Disclosure Certificate Form Prototype
Version 4.0, 9/24/09

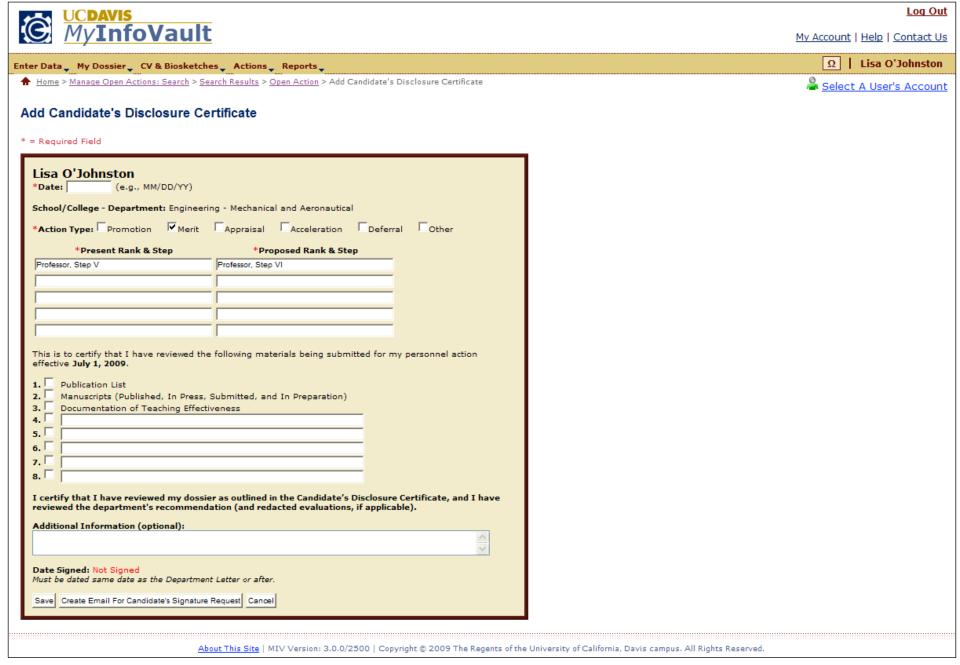
#### Prototype for access to "Candidate's Disclosure Certificate Form"

- "Candidate's Disclosure Certificate Form" page will replace the former "Candidate's Disclosure Statement" page.
- "Candidate's Disclosure Certificate Form" will be available via the "Manage Open Actions > Open Action" page for Redelegated and Non-Redelegated actions at the Department and Joint Department locations.
- "Candidate's Disclosure Certificate Form" that have been added appear as PDF documents via the "View Disclosure Certificate" link.



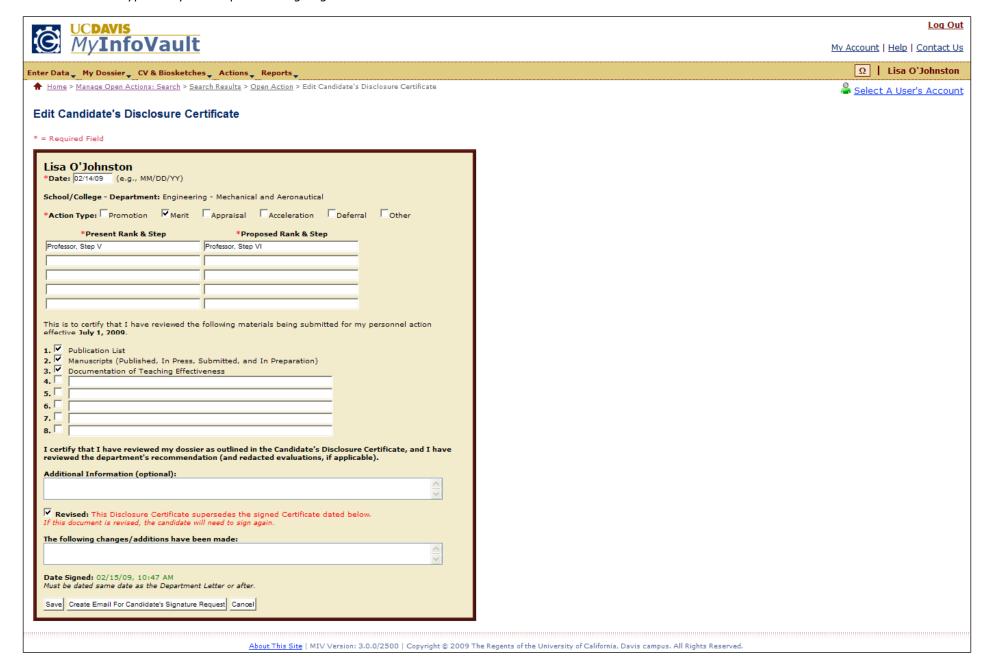
#### Prototype for "Candidate's Disclosure Certificate"

"Candidate's Disclosure Certificate" is mostly pre-populated based on the Candidate's account information and the "Recommended Action Form" data entered.



#### **Prototype for "Candidate's Disclosure Certificate: Revised"**

- "Candidate's Disclosure Certificate" must be sent to the Candidate for signature if it and the contents of the dossier have been altered.
  - Typos may not require the signing of a new "Candidate's Disclosure Certificate."



### **Prototype for "Candidate's Disclosure Certificate: Email Notification"**

- An email notification alerts Candidates that their Disclosure Certificate is available for review.
- More than one email address can be Cc'ed.

	UCDAVIS	Log Out
	MyInfoVault	My Account   Help   Contact Us
Enter Data	→ My Dossier→ CV & Biosketches→ Actions→ Reports→	Ω   Lisa O'Johnston
	> <u>Manage Open Actions: Search</u> > <u>Search Results</u> > <u>Open Action</u> > <u>Add Candidate's Disclosure Certificate</u> > Send isclosure Certificate Email Notification	Select A User's Account
Send C	andidate's Disclosure Certificate Email Notification	
Candidat	email notification to the Candidate requesting a Disclosure Certificate signature. No doc te via email attachment. The candidate must log in to MIV to view his/her dossier, depar d sign a Disclosure Certificate.	
	re Requested for: Candidate's Disclosure Certificate	
From:	Lïsá O'Johnston <lgjohnston@ucdavis.edu></lgjohnston@ucdavis.edu>	
To:	Carolyn Borgnino <cjborgnino@ucdavis.edu></cjborgnino@ucdavis.edu>	
Cc:		
Subject	MyInfoVault Candidate's Disclosure Certificate requires signature	
Log i recor     Select  If you fee	receiving this notification from the <b>Mechanical and Aeronautical</b> department because sier is ready to be signed. Please follow these steps to sign your Disclosure Certificate: In to MyInfoVault to review your dossier as outlined in the Candidate's Disclosure Certificate mmendation (and redacted evaluations, if applicable) at <a href="http://myinfovault.ucdavis.edu">http://myinfovault.ucdavis.edu</a> . It the "Sign My Disclosure Certificate " link located under the "Sign Documents" heading. The link located under the l	ate, the department's
Add add	ditional information if necessary	
Send Em	ail Notification For Signature Request Cancel	
	About This Site   MTV Version: 3.0.0/2500   Converdet © 2009 The Recents of the University of California Davis co	amous All Rights Reserved

#### **Prototype for "Candidate's Disclosure Certificate: Confirmation"**



## **Prototype for "Candidate's Disclosure Certificate" PDF document**

• The MIV "Candidate's Disclosure Certificate" PDF document that is rendered should be identical to the Academic Personnel "Candidate's Disclosure Certificate" paper form.

				Date:		
Name:	Department:					
Promotion _	Merit	Appraisal	Acceleration	Defeπal	Other	
From:		Ta	:			
			:			
			:			
			:			
From:		To	:			
3. Documenta 4.	s (Published, In I	Press, Submitted, ar Effectiveness	nd In Preparation)			
2. Manuscripts 3. Documenta 4. 5. 6.	s (Published, In I		nd In Preparation)			
2. Manuscripts 3. Documenta 4. 5. 6. 7. 8.	s (Published, In I tion of Teaching Disclosure Cert	Effectiveness	nd In Preparation) ne signed Certificate e will need to sign ag			
2. Manuscripts 3. Documenta 4. 5. 6. 7. 8.  Revised: This	s (Published, In I tion of Teaching Teaching Disclosure Cert is document is re	Effectiveness	ne signed Certificate			
2. Manuscripts 3. Documenta 4. 5. 6. 7. 8.  Revised: This	s (Published, In I tion of Teaching Disclosure Cert is document is re hanges/additions	Effectiveness  ifficate supersedes tievised, the candidates have been made:	ne signed Certificate e will need to sign ag e Candidate's Disclo	<i>aain.</i> Isure Certificate, a		