

Self Statement Guidelines

The candidate is strongly encouraged to submit a brief statement describing and evaluating, in language understandable to a general audience, his/her achievements and recognition within the review period.



The self-statement may not contain comments on procedures/processes used to assemble the file and this is not the place for personal information.

Please refer to the CALL <https://academicpersonnel.ucr.edu/the-call> for the most current guidelines on self statements.

Page limitations

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To add a Self Statement in eFile Plus:

1. Go to <https://efileplus.ucr.edu>
2. Log in with your UCR NetID and Password
3. Click on Manage eFile
4. For Faculty, go to your file and select Self Statement. For Staff, go to the list of available eFiles, click on Edit , then select Self Statement.
5. Click on the plus sign  to add a Self Statement.
6. >Enter the Applicable Date for the self statement. This date must fall within the period of review.
7. You can input the text (select Text Input) or upload an attachment (select Attachment)
8. For Text Input, enter the text (you may also copy and paste this information) and click Save when done.
9. For Attachment, click or drag to upload the attachment and click Save when done.

These are general system guidelines and is not meant to replace policy. Please refer to the CALL for the most current policy information: <https://academicpersonnel.ucr.edu/the-call>.