**More on the DropBox Feature for the Rookie Camp**

**Why Make DropBox Available to Recruiters?**

The purpose of this document is to provide more detail on exactly how the Dropbox feature works along with its intended purpose.  Please note, however, that the online functionality of the rookiecamp.org site has not changed.  Applicants still upload their documents and apply online just as in past years.  Applications materials will continue to be available online.   We added the Dropbox feature this year for two reasons.  First, we wanted advisors to be able to deliver their references via the rookiecamp.org site.  However, we did not want reference letters to be viewable online (to maintain security), and we wanted advisors to have the option of sending different reference letters to different schools for the same candidate.  By creating Dropbox folders for each school with separate subfolders for each job candidate, unique references can be delivered to each school.  Second, for schools that do not have an online application system, DropBox is a great way to have a complete archive of all applicants and helps to minimize the likelihood that reference letters or application materials get misplaced or lost.  Finally, many will find it more convenient to view ant print materials from the DropBox folder than to download information one candidate at a time.

Please also note that you, as a recruiter, do not need to use the DropBox functionality.  You will get a DropBox invite, which you do not have to respond to.  By not accepting the DropBox invite you avoid having it added to your account.

**How DropBox Functionality Works on the Rookie Camp Site**

1. As in prior years, applicants upload application materials on the rookie camp website and then select schools they want to apply to.
2. This year they also have the option to invite letter writers to submit references through the rookie camp site.
3. After an applicant uploads all of his/her application materials and requests references, the candidate must "Submit" his/her application.  Once an application submits his/her application, a DropBox sub-folder gets created in the DropBox folder for every school the applicant applied to, and all application materials (including a pdf version of the applicants Profile page) are delivered to the subfolders.  Reference letters are also delivered to the subfolders at that time.   The application deadline (the date at which all materials need to be submitted) is **November 8, 2017**.
4. After an applicant submits application materials, DropBox updates will discontinue with the following exceptions:
    a. Reference letters received after November 8 will continue delivered to DropBox accounts through **November 28**.
    b. Applicants can update their "Road Paper," through **November 15**.  Updates received through November 15 will immediately be delivered to DropBox folders.

c. Applicants can apply to additional schools after they submit application materials, and their application materials will immediately be delivered to those schools.  This allows for applicants to apply to schools that posted positions after application materials were submitted.