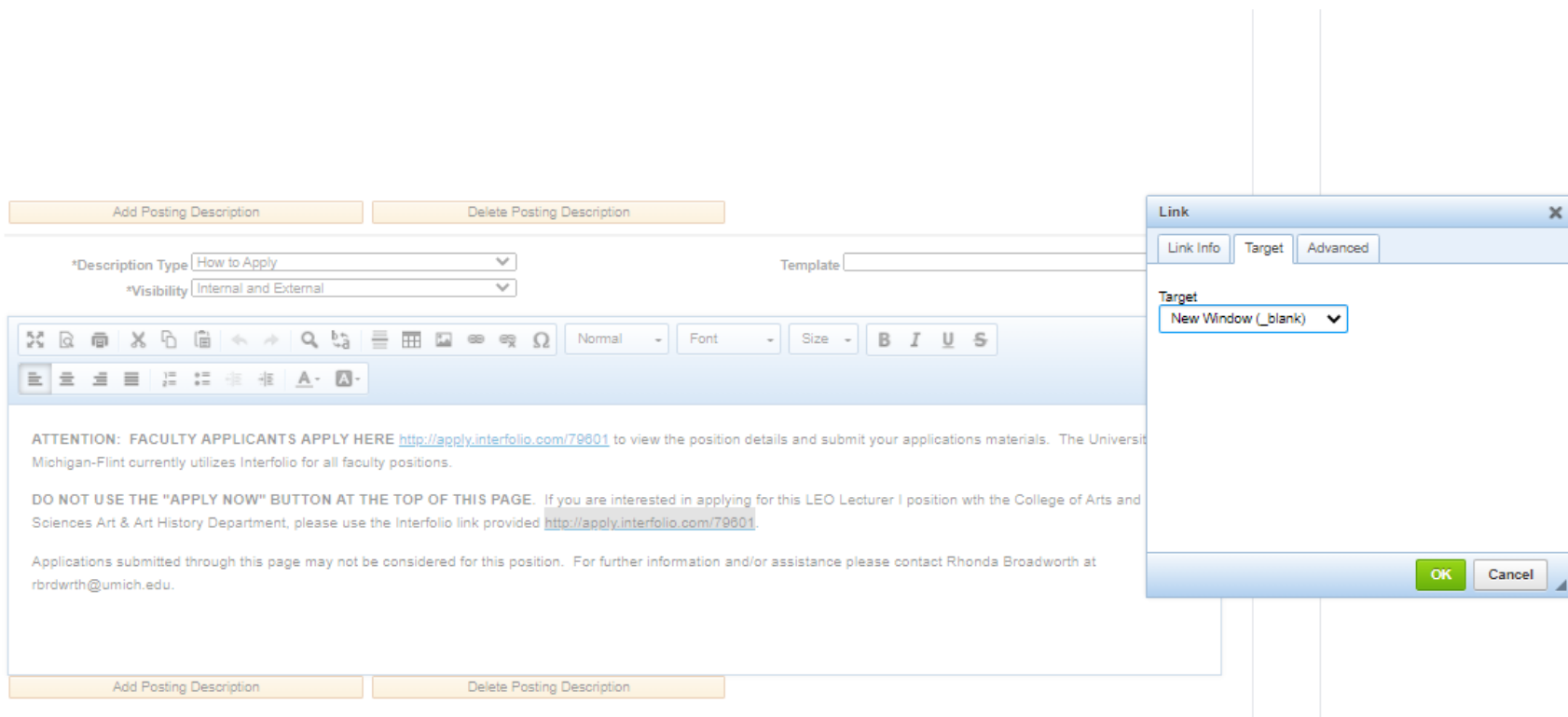



eRecruit / Interfolio confirm hyperlinks are working –  
Job Aid

The screenshot shows a web editor interface with a 'Link' dialog box open. The dialog has three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is active, showing 'Link Type' set to 'URL' and 'Protocol' set to 'http://'. The URL field contains 'http://apply.interfolio.com/79601'. The background text in the editor contains a hyperlink to the same URL: 'http://apply.interfolio.com/79601'. The editor also features a toolbar with various icons and buttons for text formatting and editing.



#### Steps in verification process:

1. View the posting in "Preview" mode
2. Click on the links.
3. They should open to the Interfolio application site.
4. If it does not, confirm hyperlink target is saved with Interfolio posting link and Open New Page dropdowns. You do this by:
  - o Return to the posting section
  - o Highlight the website
  - o Click on the "Link" icon (  )
  - o Within this icon:
    - The Link Info tab should reflect URL as the Link Type along with the Interfolio URL
    - The Target tab should reflect "New Window"