INTERFOLIO FACULTY SEARCH

CREATE A HIRING POSITION

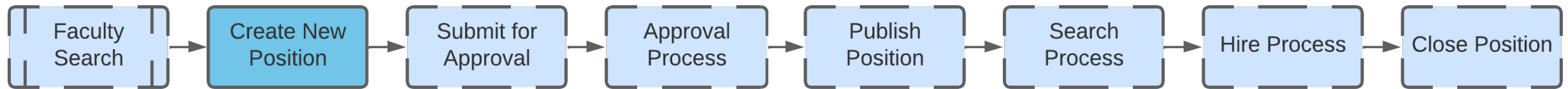Tulane

WHAT IS INTERFOLIO FACULTY SEARCH?

Interfolio Faculty Search is an online platform designed to streamline the faculty recruitment process for academic institutions. It offers a comprehensive suite of tools to manage job postings, collect applications, review candidate materials, and make hiring decisions.

Key Features include:

- Approval Process for a requested faculty position
- Job posting to multiple job boards
- Management of individual applications
- Secure request and review of confidential letters of recommendation
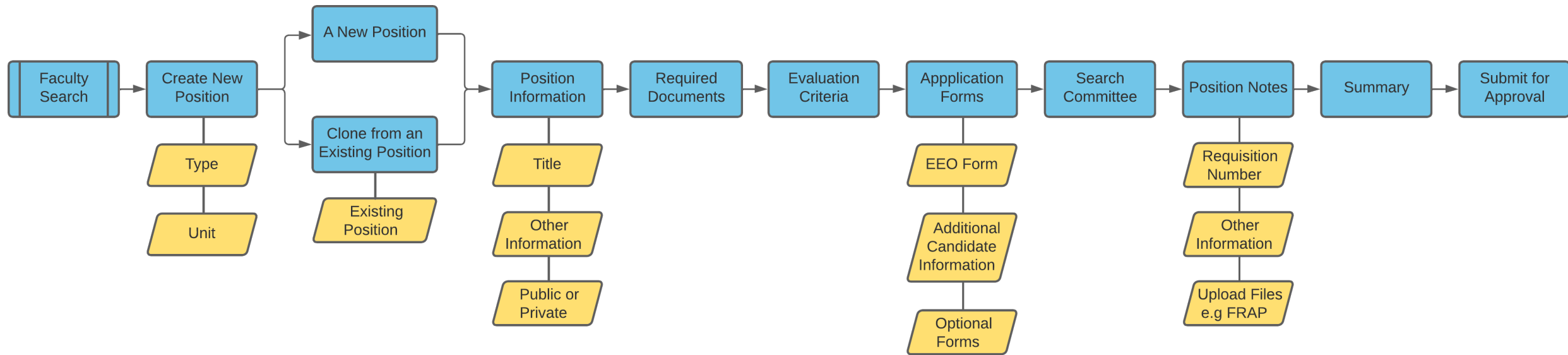- Gather EEO data
- Committee review

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This document focuses on the first step, "Create New Position".

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POSITION CREATION PROCESS

More detail for each step in this process will be provided in the following pages.

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CREATE NEW POSITION

Select **Faculty Search**, **Positions**, then click on the **New Position** button.

Select the **Type** of position from the first dropdown box, and then the **Unit** from the second dropdown box.

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CREATE NEW POSITION, AS A NEW POSITION

What kind of position would you like to create?

- ● A new position
- ○ Clone from an existing position

CREATE   **CANCEL**

Home > Positions > Untitled Position

Basic Information

Description and Dates

Position Title *

New Test Position - Please Ignore

Location *

New Orleans

Position Type

Faculty

Open Date *

10/31/2024

Deadline

○ Rolling Deadline   ● Specific Date

2/28/2025
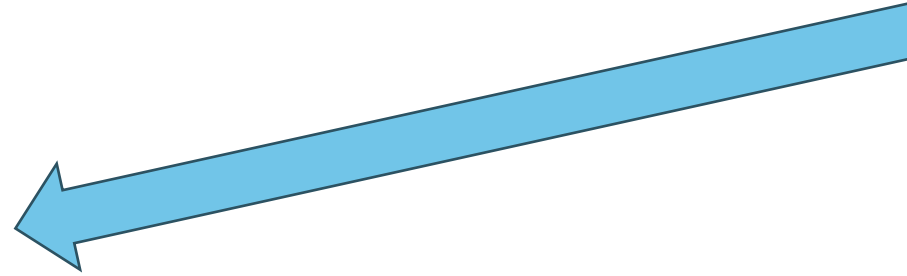
Select **A new position**, then click on the **Create** button.

Enter the **Position Title**, the **Location**, the **Open Date** and, if needed, the **Deadline Date**.

The fill out the **Position Description**, **Qualification**, and **Application Instructions** sections.

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CREATE NEW POSITION, FROM A CLONE

Basic Information

Description and Dates

Position Title *
Professor of Practice: Tulane University: General Chemistry instructor

Location *
Uptown Campus

Position Type
Faculty

Open Date *

Create Position

Please select information about the position you want to create. You cannot make changes to these fields once the position is created.
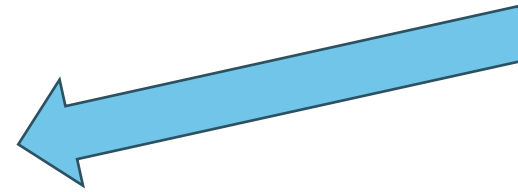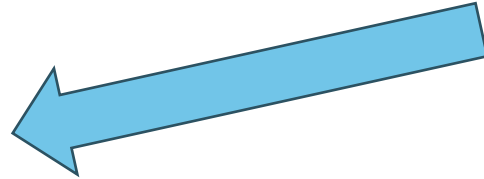
Type *
Faculty

Search For or Select Unit *
School of Science and Engineering

What kind of position would you like to create?
○ A new position
● Clone from an existing position

Search for or select an existing position *
Professor of Practice: Tulane University: General Chemistry instructor

CREATE   CANCEL

Select **clone from an existing position**, select the correct position from the dropdown list, then click on the **Create** button.

The different sections will be pre-populated and will likely need some editing.

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CREATE NEW POSITION, ADVERTISING SETTING

Advertising Setting

What is the advertising setting for this position? *

Learn more about the advertising setting

● **Public**, the position will be available for applicants to find and apply online.

○ **Private**, the position will not be discoverable in any public position feeds managed by Interfolio.

Advertising Setting

What is the advertising setting for this position? *

Learn more about the advertising setting

○ **Public**, the position will be available for applicants to find and apply online.

● **Private**, the position will not be discoverable in any public position feeds managed by Interfolio.

Reason for Private Search *

Internal Promotion ▾

Explain the reason for waiving the mandatory search process:

Internal Candidate already selected for promotion.

Select an **Advertising Setting** of either **Public** or **Private**.

For a **Private Position**, define the reason to keep the search **Private**.

Click the **Save & Continue** button.

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REQUIRED DOCUMENTS

Required Documents

New Test Position - Please Ignore

0 Documents Required

Drag and drop the documents in the list below to change the order they will appear in the application requirements.

+ Add Requirement

Additional Applicant Options

☐ Applicants may add additional documents

You may give applicants the ability to include additional materials with their application. If you have documents that you recommend, but don't require as part of the application, you should select this choice.

☐ Send a message on application submission.

✔ Save & Continue   **Skip Step**

In this section, you define what documents you require an applicant to upload as part of their application for the position.

You can decide to allow them to add additional documents at their discretion beyond what is required, if you wish.

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REQUIRED DOCUMENTS – ADD REQUIREMENT

Required Documents

New Test Position - Please Ignore

0 Documents Required

Drag and drop the documents in the list below to change t

+ Add Requirement

Add Document Requirement ✖

Document Type

C.V. ⌄

Number Required

1 ⌄

Requirement Note

Please provide an up-to-date copy of your C.V.

✔ Save **Cancel**

To add a required document, click on the **Add Requirement** button, then select the **Document Type** from the first dropdown and the **Number Required** from the second dropdown.

Add a **Requirement Note**, if you wish, and then click the **Save** button.

Once you have added all the Required Documents, click the **Save & Continue** button.

Required Documents

New Test Position - Please Ignore

1 Documents Required

Drag and drop the documents in the list below to change the

1	C.V.
	Please provide an up-to-date copy of your C.V.
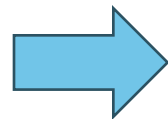
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EVALUATION SETTINGS

Evaluation Settings

0 Criteria

Drag and drop the criteria in the list below to change the order they will appear in the application review process.

Note: at least one criterion must be created in order to rate candidates.

+ Add Criterion

Blind Review

☑ Evaluators should not see others' comments and ratings
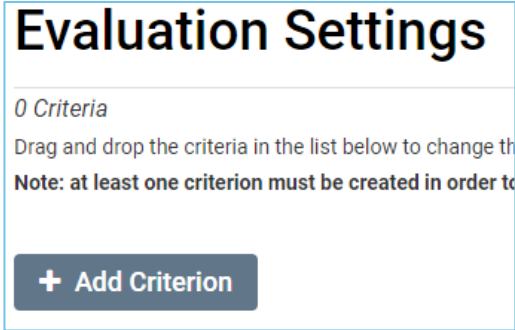
✔ Save & Continue   **Skip Step**

In this section, you define how each applicant will be evaluated.

If you wish, you can decide that evaluator's do not see other evaluator's comments and ratings.

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EVALUATION SETTINGS – ADD CRITERION
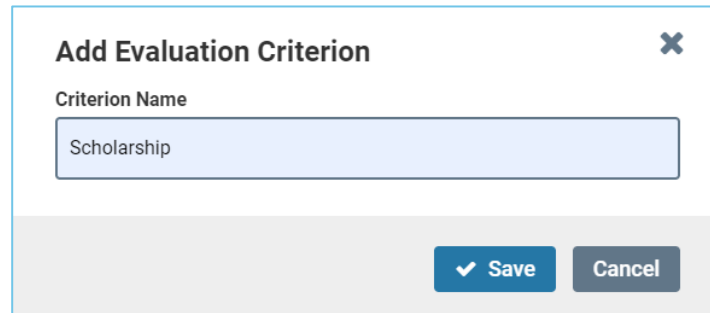
Evaluation Settings

0 Criteria

Drag and drop the criteria in the list below to change th

Note: at least one criterion must be created in order to

+ Add Criterion

To add an Evaluation Criterion, click on the **Add Criterion** button, then give it a **Criterion Name** and click on the **Save** button.

Once you have added all the Evaluation Criterion, click the **Save & Continue** button.
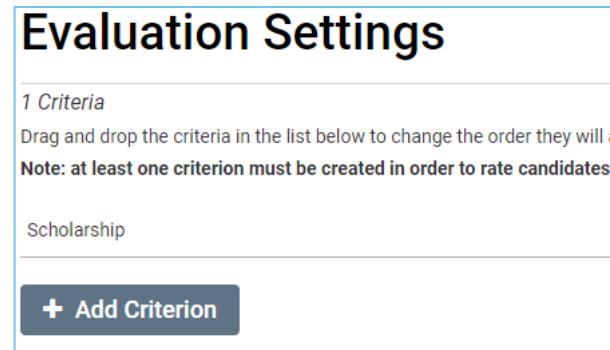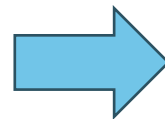
Add Evaluation Criterion ✖

Criterion Name

Scholarship

✔ **Save**   **Cancel**

Evaluation Settings

1 Criteria

Drag and drop the criteria in the list below to change the order they will ap

Note: at least one criterion must be created in order to rate candidates.

Scholarship

+ Add Criterion

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APPLICATION FORMS

In this section, you choose which forms the candidate will have to fill out as part of their application.

At a minimum, the EEO form and Candidate Additional Information form are required. You can also add your own.

Once you have added all the forms, click the **Save & Continue** button.

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SEARCH COMMITTEE

In this section, you choose who will be members of the committee and who will manage the committee.

To add a member, click on the **Add Member** button, then type part of their name into the search bar, then click the **+Add** button next to the correct person. Once all members are added, click the **Close** button.

To add a manager, click on the **Add Manager** button, then type part of their name into the search bar, then click the **+Add** button next to the correct person. Once all managers are added, click the **Close** button.

Once you have added everyone, click the **Save & Continue** button.

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POSITION NOTES

Position Notes

Any information entered on this screen remains private to users at your institution and will never be seen by applicants.

Position ID or Requisition Number

IRC00001

Appointment Type

Continuing

Rank
e.g., Associate Professor, Lecturer

Assistant Professor

Title
e.g., Visiting, Clinical, Research

Clinical Assistant Professor

In this section, you enter important details about the position that are internal and hence not seen by applicants.

Note that the **Position ID or Requisition Number** field should be populated with the full IRC code provided by HR (in the format IRCxxxxx without any spaces).

The Faculty Recruitment Action Plan (FRAP) should be uploaded here, in the **File Attachments** section at the bottom.

Once are done, click the **Save & Continue** button.

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POSITION SUMMARY

Position Summary

> ⚠ This position is in the process of being created and will need to be approved before it is open to receive applications.

Submit for Approval

Position Details

Basic Information Edit

Description & Dates
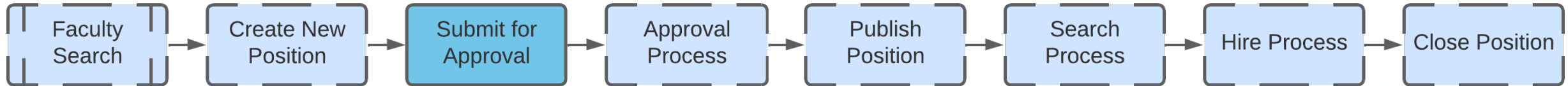
Unit
Biomedical Engineering

Position Type
Faculty

The Position Summary shows all the information that you have entered for the position.

Once are happy with how it is set up, click the **Submit for Approval** button.

You have finished creating the new position.

Faculty Search → Create New Position → Submit for Approval → Approval Process → Publish Position → Search Process → Hire Process → Close Position

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