

INTERFOLIO FACULTY SEARCH SEARCH PROCESS

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SEARCH PROCESS

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WHAT IS INTERFOLIO FACULTY SEARCH?

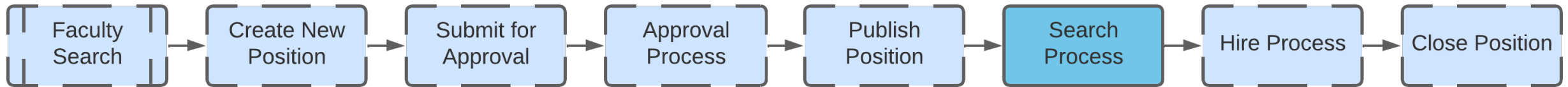
Interfolio Faculty Search is an online platform designed to streamline the faculty recruitment process for academic institutions. It offers a comprehensive suite of tools to manage job postings, collect applications, review candidate materials, and make hiring decisions.

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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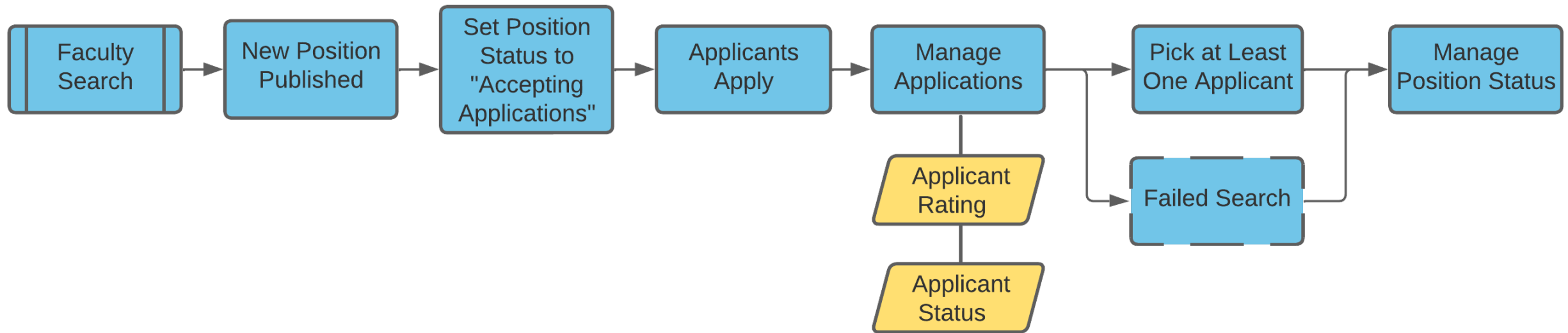
PROCESS OVERVIEW



This document focuses on the fifth step, “Search Process”.

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SEARCH PROCESS




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

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TEST POSITION - DO NOT POST

Position Actions ▾

APPLICANT LIST

 This position is closed.
To receive new applications for the position, or to allow committee members to review previous applicants, you must reopen the position.

[LEARN MORE ABOUT REOPENING A POSITION](#)

Selected Applicant **All Applicants** Position Details

Unit	Status	Opens	Closes
Academic Affairs Test Environment	Position Closed (Closed) change	Dec 12, 2019	No date set

Applicants

Search by name, education, or status




Filter ▾

Saved Views ▾

COLUMNS

1 of 1 Applicants Shown.

<input type="checkbox"/>	Applicant Name ▲	Date Updated ⓘ ⚙	Applicant Status	Tags
<input type="checkbox"/>	Jane Doe Incomplete	12/12/2019 11:25 AM Eastern Time	Hired	

To see the list of applicants for a position, click on that position, then select “**All Applicants**”.

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ARCHIVED APPLICANTS

Filter ▾ Saved Views ▾ COLUMNS

PROGRESS:
No choices available.

RATINGS:
 My Rating

☆☆☆☆ No Rating

ARCHIVED:
 Yes No

Filter by Form Responses

Applicants can be archived so that they no longer appear in the main applicant list. If you can't see the specific applicant you want, click on the Filter button then switch Archived to Yes.

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Documents

Title ^	Date ↕
CV C.V.	Dec 12, 2019

Internal Documents

Materials

Title ^	Date
FAD	Dec 12, 2019
Offer Letter	Dec 12, 2019

Ratings

	My Ratings
Average	☆☆☆☆☆
Scholarship	☆☆☆☆☆
Research	☆☆☆☆☆

RATING AN APPLICANT

To rate an applicant, click on the applicant's name, then scroll down to "**Ratings**". Note that you can access all the materials the applicant has uploaded as part of their application.

You will be able to see your rating for the applicant and a summary of the committee's ratings.

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UPDATING AN APPLICANT'S STATUS

Status
Hired [Change](#)

Tags
[+](#) Add

Status
Hired [Change](#)

Tags
[+](#) Add

- New
- Acknowledged
- Ready for review
- Long List
- Short List
- Finalist
- Import to HCM
- Offer Made
- Offer Declined
- Hired
- No Longer in Consideration
- Withdrawn
- Import to RPT (DO NOT USE)
- Completed Transfer to RPT (DO NOT USE)
- Remove Status

Documents
Title ^

CV
C.V.

Materials
Title ^

You can update the Status of the individual Applicant as needed by clicking the Change link in the Status section.

You can also add any relevant Tags (if needed).

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APPLICANT STATUS OPTIONS

The Applicant Status can be changed as the search process progresses, as follows:

Long List

Short List

Finalist

Import to HCM / No Longer in Consideration (can also occur earlier) / Withdrawn (can also occur earlier)

Offer Made

Offer Declined / Hired

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UPDATING THE STATUS OF THE POSITION

Status		Opens
Position Closed (Closed)	change	Dec 12, 2019

Date Updated
12/12/2019 11

Position Filled
New
Accepting Applications
Accepting and Reviewing Applications
Reviewing Applications
Position Closed / Reviewing Applications
Interviewing Finalists
On-Campus Visits Scheduled
Offer Made
Search Waiver

Change Status

Please confirm you wish to change the status of this position to **Position Closed / Reviewing Applications**.

WITH THIS STATUS ACTIVE:

- Applicants **cannot** view this status.
- Applicants **cannot** update their application materials.
- Evaluators **can** review applications to this position.

Send a message to all applicants with this change

Confirm

C

You can update the Status of the Position as needed by clicking the Change link in the Status section.

You will be notified of what a change in Status will mean for the Position (e.g. Applicants cannot update their application materials).

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POSITION STATUS OPTIONS

The Position Status can be changed as the search process progresses, as follows:

Accepting Applications

Accepting and Reviewing Applications

Reviewing Applications

Position Closed / Reviewing Applications

Interviewing Finalists

On-Campus Visits Scheduled

Offer Made

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Interfolio Faculty Search Search Process



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