INTERFOLIO FACULTY SEARCH
SEARCH PROCESS

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INTERFOLIO FACULTY SEARCH

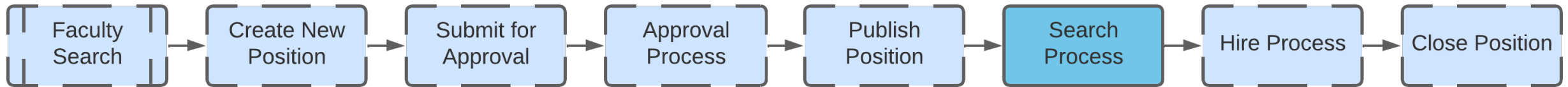## SEARCH PROCESS

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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
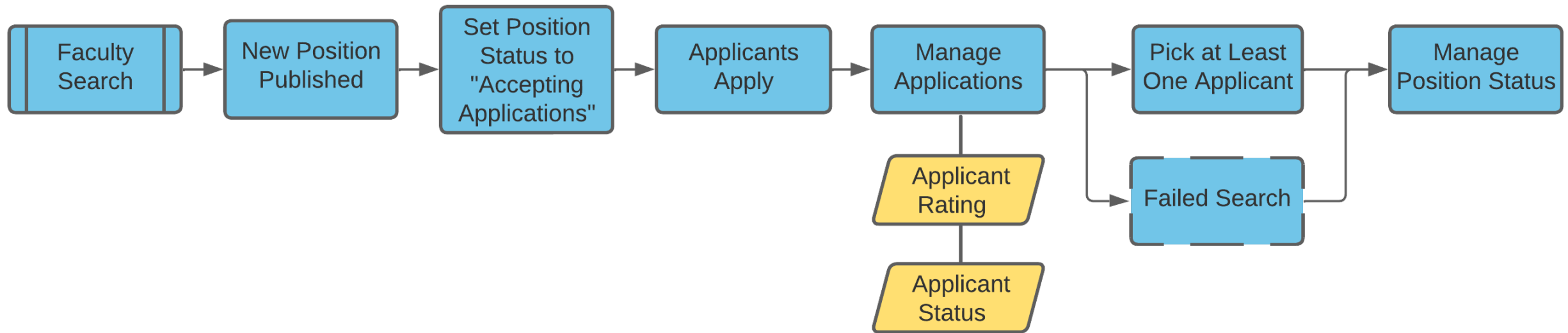- Committee review

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This document focuses on the fifth step, "Search Process".

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

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

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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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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Status

Hired Change

Tags

⊕ Add

Status

Hired Change

Tags

⊕ A

| 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| Withdrawn |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 |

Documc

| Title ▲ |
| CV |
| C.V. |

Materia

| 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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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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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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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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