

# INTERFOLIO FACULTY SEARCH HIRE PROCESS

Tulane



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## HIRE PROCESS

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# WHAT IS INTERFOLIO FACULTY SEARCH?

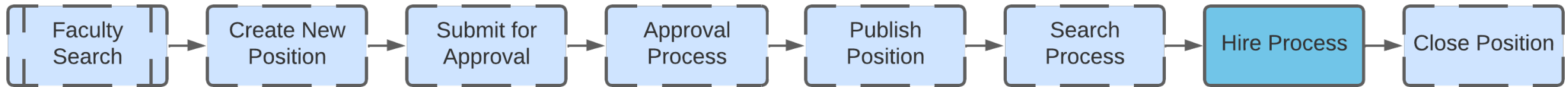
Interfolio Faculty Search is an online platform designed to streamline the faculty recruitment process for academic institutions. It offers a comprehensive suite of tools to manage job postings, collect applications, review candidate materials, and make hiring decisions.

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

[interfolio@tulane.edu](mailto:interfolio@tulane.edu)

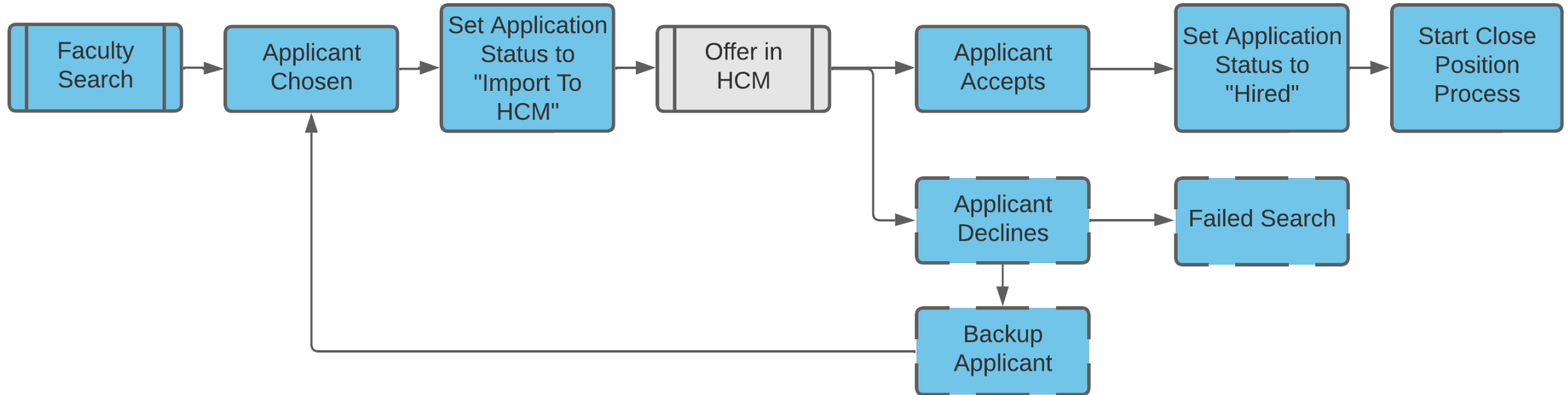
# PROCESS OVERVIEW



This document focuses on the sixth step, “Hire Process”.

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# APPLICANT HIRE PROCESS



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

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# UPDATING AN APPLICANT'S STATUS

To start the offer letter for an applicant, set their status to "Import to HCM". Certain details should automatically transfer to the HR system, allowing the offer process to be started.

If this fails, email [interfolio@tulane.edu](mailto:interfolio@tulane.edu).

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## Status

Hired [Change](#)

## Tags

[+](#) Add

## Status

Hired [Change](#)

## Tags

[+](#) Add

## Documents

Title ^

CV

C.V.

## Materials

Title ^

CV

- 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- Withdrawn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

# ONCE THE OFFER IS SENT

Once an offer is made (usually a formal offer letter), the Applicant can accept or decline.

Details on how offer letters are created and sent are not detailed here as the process occurs outside of Interfolio.

If the Applicant accepts, then the Applicant's Status can be changed from "Import to HCM" to "Hired" (in Interfolio Faculty Search).

If the Applicant declines, the Search committee can either select a backup candidate to offer the position or they can decide that the search has failed (for now).

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