

COMMITTEE MANAGER'S GUIDE TO INTERFOLIO'S FACULTY SEARCH

Table of Contents

Getting Started	4
Your Interfolio Account Dashboard and Account Settings	5
Administration Settings Page in Interfolio Faculty Search	13
User Roles in Faculty Search	22
Creating a Search Committee	24
Edit Search Committee Membership (Add/Remove Users)	25
Add New Users - Faculty Search	31
Change a User's Role	39
Creating Positions	46
Create a Position	47
Establish Custom Ratings Criteria and/or Set Up a Blind Review	72
Submit a New Position for Approval	75
Managing Positions	79
Interfolio Faculty Search: Best Practices for Managing a Search	80
Administration Settings Page in Interfolio Faculty Search	82
Set the Open Date of Your Search, Publish Your Position, and Start Accepting Applications	91
Assign or Change a Position Status	97
Publish and Find the URL For Your Position	102
Edit an Existing Position	104
Close a Position (Archive) and Indicate an Outcome	107
View Referral Sources to See Where People are Finding Your Position	117
Statuses	121
Position and Application Statuses	122
Create and Manage Position Statuses	124
Assign or Change a Position Status	131
Create and Manage Application Statuses	136
Assign or Change an Application Status	143
Managing Applications	147
Add Materials on Behalf of an Applicant	148

Create an Application on Behalf of an Applicant	157
Request a Letter of Recommendation on Behalf of an Applicant	169
Mark Applications as Complete	174
Archive or Unarchive an Application	177
Why can't Evaluators see the applicants?	181
Communicating with Applicants	182
Email Applicants	183
Create and Manage Message Templates	187

Getting Started

Your Interfolio Account Dashboard and Account Settings

This article explains how your Interfolio account dashboard is configured, some basics on what you can do once you're there, and how you can access your account settings to change basic user information.

After signing in, you will see your account page. From here you can access all of the accounts you have with Interfolio and your Interfolio Account Settings.

Your Institution account page

You will find links to the Interfolio products to which you have access on the Interfolio account screen.

1. If your institution uses Review, Promotion & Tenure, Faculty Search, and Faculty180, than relevant pages will be displayed here.
2. You can also access your Dossier account (personally or institutionally created). If you have access to one, you can access it by the user menu in the top right corner.

Home

Faculty 180

Announcements & Help

Profile

Activities

Evaluations

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Administration

Faculty Search

Positions

Administration

Reports

Users & Groups

Review, Promotion and Tenure

Cases

Templates

Welcome back, Scott Harris

Your Action Items

Associate Professor, Intercultural Studies

Department of Sociology | Faculty | Faculty Search

Assistant Professor of Landscape Architecture

Department of Architectural History | Faculty | Faculty Search

Assign Activity Classifications for Imported Scholarly Works

Activity Input | Faculty 180

Review Possible Duplicates from Activity Imports

Activity Input | Faculty 180

You have been named by a faculty member within your institution as a contributor to an intellectual or creative contribution.

Please verify.

Activity Input | Faculty 180


Additional Assigned Items

Search by keyword

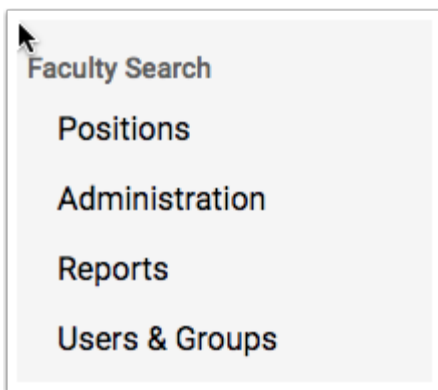
Institutional Branding

[Read about how to brand institutional products here.](#)


The Faculty Search Navigation Bar

-  Depending on your role in the program, some or all of the following functions are available from the dashboard. Not all of these functions or links will appear for Evaluators or Committee Managers in the program.

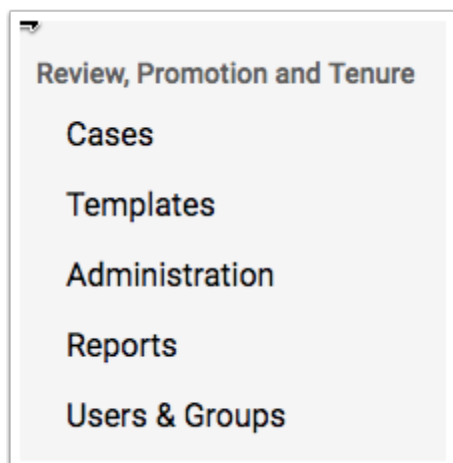
Click "View Positions" to view your active searches



The Review, Promotion, and Tenure dashboard:

-  Depending on your role in the program, some or all of the following functions are available from the dashboard. Not all of these functions or links will appear for Committee Managers or committee members in the program.

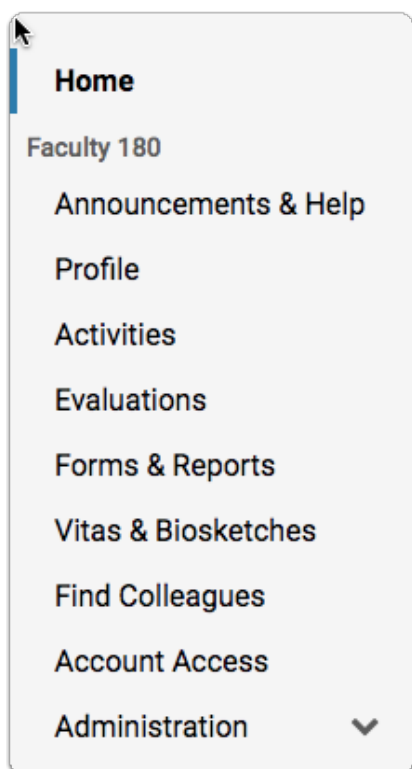
Click "View Cases" to access the cases you are managing or evaluating



The Faculty180 Navigation Bar

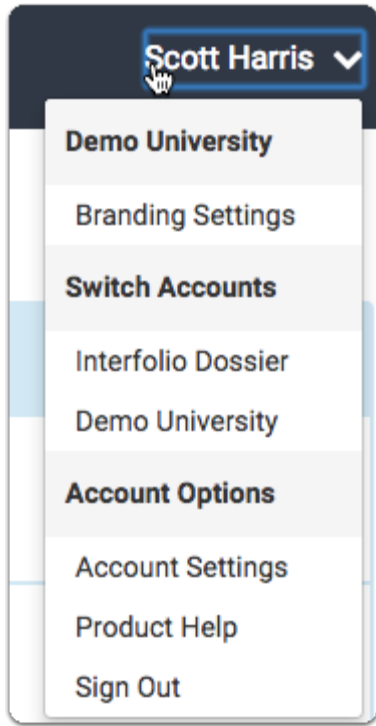
💡 Users will only see the relevant pages, depending on institutional settlings.

All administrative settings are in the Administration section




To access the settings for your account:

Click your name in the upper right hand corner of the screen and select "Account Settings" from the drop down menu.



The Account Settings page:

 The tabs below appear if you have a Dossier and Interfolio account.

Personal Information

From the "Basic information" tab of "Account Settings," you can access and manage personal information such as your career details, and also contain information like your address and degree. In other tabs you can find your email and notification settings, and any delivery ID numbers associated with your account, as well as some other settings.

Settings

Basic Information >
Email & Communications
ID Numbers
Subscription & Billing
Signing in & Password

Personal Information

First Name *
Last Name *

Status (Pick the option that best describes you) *

Position Title
Organization

Scholarly Discipline *

I am or would use Dossier to ... *
☐ Apply to jobs in higher education
☒ Apply to alternative academic jobs
☒ Apply to grants
☐ Apply to graduate degree programs
☐ Apply to other opportunities

Communications

From the "Communications" tab, you can manage communication settings including how and when you receive email from Interfolio

Basic Information
Email & Communications >
ID Numbers
Subscription & Billing
Signing in & Password

Email

+ Add Email

Email notifications related to your Dossier account (such as renewal notices) will only be sent to your primary email address.

Primary
scott.harris@interfolio.com

If you have another account under a different email address you can merge the accounts to access all the information in one place. [Learn more about merging accounts](#)

Merge Accounts

Additional Email Addresses

You can sign in with these email addresses and your Dossier password.

scott.harris@sharklasers.com
Make Primary
✕

Communications

Note: you will always receive important messages and notifications about your account, such as when you reset your password, or when a requested letter or evaluation arrives.

☐ Keep me informed about product updates, best practices, and promotions

ID numbers

Need to add ID numbers regularly to your deliveries? If so, than you can use the Interfolio ID storage tool to be able to easily store and attach it to your deliveries.

Settings

Basic Information

Email & Communications

ID Numbers

Subscription & Billing

Signing in & Password

ID Numbers

+ Add ID Number

ID numbers are numbers that you can associate with a delivery to make sure the materials you are submitting go to the right place. These numbers are not required by Interfolio, but some institutions may require them.

AAMC	123454323451432	X
------	-----------------	---

Subscription & Billing

From the "Subscription & Billing" tab, you can renew your account, add delivery credits, view your remaining deliveries, download all data and documents in your account, manage payment info, and view and download a record of your transactions.

Settings

Basic Information

Email & Communications

ID Numbers

Subscription & Billing

Signing in & Password

Subscription

Dossier Deliver + Dossier Institution

Expires on Mar 25, 2019

☒ Automatically renew my subscription

[Apply an offer code to my next renewal](#)

[Download All Data & Documents](#)

Remaining Deliveries

49

[Add more deliveries](#)

Deliveries expire Mar 25, 2019

Payment Information

Credit Card

Visa ****1111

Expiration

9/2022

Name on Card

Scott Harriss

[Edit Credit Card](#)

Transaction History

Search

Transaction Date

MMM D, YYYY

to

MMM D, YYYY

Date

Description

Amount

Receipt

From the "Password" tab, you can change the password for your account

Settings

Basic Information

Email & Communications

ID Numbers

Subscription & Billing

Signing in & Password

Signing In

Default account

When I sign in, take me to the following account by default:

☒ Demo University

☐ Dossier

☐ Ask me when I sign in

Note: if you are prompted to sign in when attempting to access a link, we will always take you to that link after you sign in regardless of this setting.

Password

Note: this sets the password for your Interfolio account only. If you log into Interfolio through your Google account or using your institutional ID and password, you will need to contact Google or your institution to change your password.

Enter your current password *

Current password

Enter your new password *

Notifications:

Users will receive alerts and notifications on the homepage in the to-do action items, urgent items with deadlines and mandatory response will appear at the top and the rest will overflow to a searchable table at the bottom.

Committee Manager's Guide to Interfolio's Faculty Search

Page 11

Welcome back, Scott Harris

Your Action Items

[Associate Professor, Intercultural Studies](#)

Department of Sociology | Faculty | Faculty Search



[Assistant Professor of Landscape Architecture](#)

Department of Architectural History | Faculty | Faculty Search



[Assign Activity Classifications for Imported Scholarly Works](#)

Activity Input | Faculty 180



[Review Possible Duplicates from Activity Imports](#)

Activity Input | Faculty 180



You have been named by a faculty member within your institution as a contributor to an intellectual or creative contribution.

Please verify.

Activity Input | Faculty 180



Additional Assigned Items

Search by keyword




Administration Settings Page in Interfolio Faculty Search

From the "Administration" page of Faculty Search, Administrators can control settings for their assigned unit(s), and Committee Managers can control settings and permissions for the positions they manage.

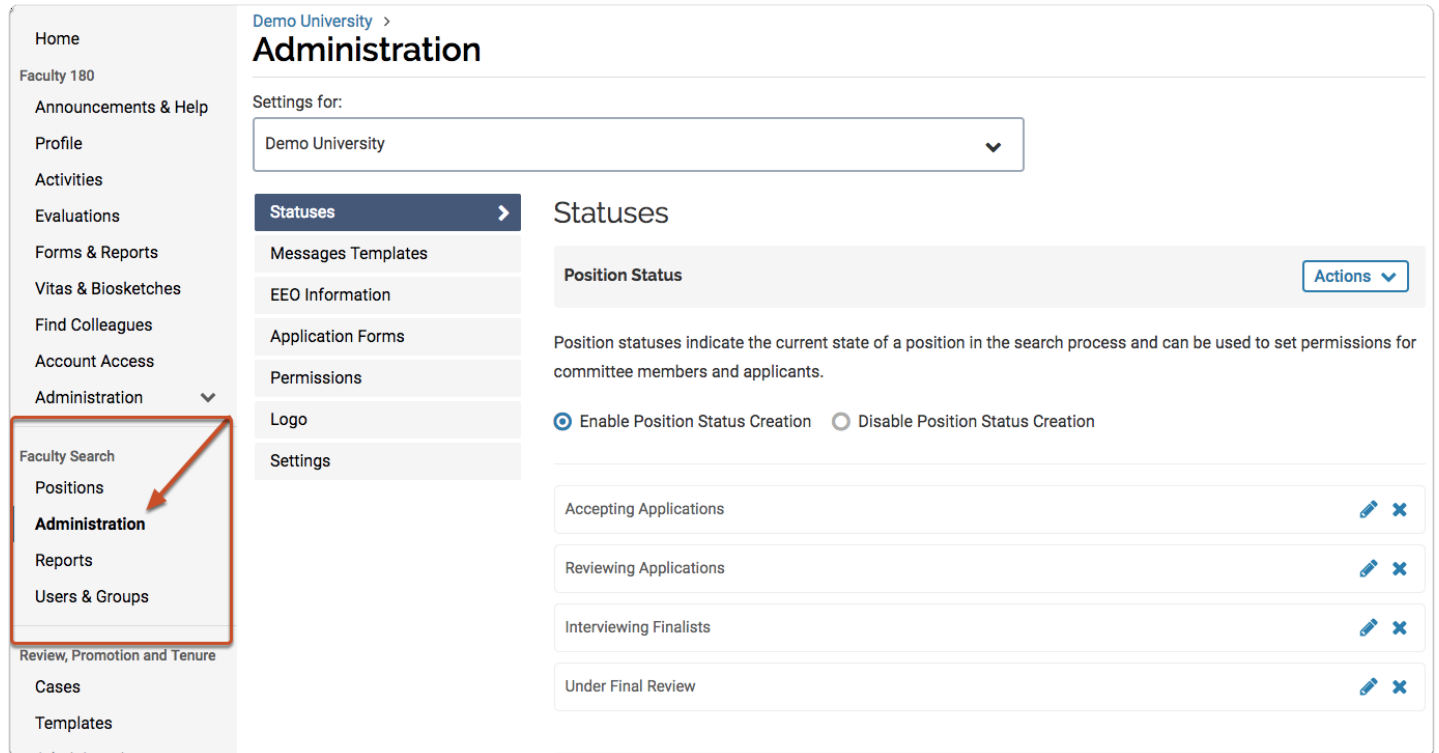
Depending on their administrative privileges, from the "Administration" page, users can:

- Create and edit position and application statuses
- Create message templates to send to applicants when the status of a position or application changes
- Create and manage EEO statements
- Create and manage application forms (including EEO forms)
- Set communication settings to enable or disable comments and tags

 The tabs that appear on the "Administration" page are determined by your level of access in the program. Not all tabs listed below will appear for all users.

To navigate to the Administration page:

Click "Manage" on you Faculty Search dashboard and select "Administration"



The screenshot shows the 'Administration' page for 'Demo University'. On the left is a sidebar menu with categories: Home, Faculty 180, Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Administration (expanded), Faculty Search, Positions, Reports, Users & Groups, Review, Promotion and Tenure, Cases, and Templates. An orange box highlights the 'Administration' sub-menu, which includes 'Administration' (selected), 'Reports', and 'Users & Groups'. An orange arrow points to the 'Administration' item. The main content area is titled 'Administration' and shows 'Settings for: Demo University'. A sub-menu on the left lists: Statuses (selected), Messages Templates, EEO Information, Application Forms, Permissions, Logo, and Settings. The 'Statuses' section is titled 'Position Status' and includes an 'Actions' dropdown. Below this is a description: 'Position statuses indicate the current state of a position in the search process and can be used to set permissions for committee members and applicants.' There are two radio buttons: 'Enable Position Status Creation' (selected) and 'Disable Position Status Creation'. A table lists four statuses: 'Accepting Applications', 'Reviewing Applications', 'Interviewing Finalists', and 'Under Final Review', each with edit and delete icons.

Always make sure you are viewing settings for the correct unit or position

The name of the unit or position you are viewing is displayed at the top left of the page.

! Any changes you make to the settings on the "Administration" page will be applied to the unit or position listed here.

Click the drop-down if you need to view and control settings for a different unit or position.

The screenshot shows the 'Administration' page in the Interfolio Faculty Search system. The left sidebar contains a navigation menu with categories like 'Faculty 180', 'Faculty Search', and 'Review, Promotion and Tenure'. The 'Administration' category is expanded, showing sub-items like 'Positions', 'Administration', 'Reports', and 'Users & Groups'. The 'Administration' sub-item is selected. The main content area is titled 'Administration' and 'Statuses'. A red arrow points to the 'Settings for:' dropdown menu, which is currently set to 'Demo University'. Below this, there is a 'Statuses' section with a 'Position Status' header and an 'Actions' dropdown. The 'Position Status' section explains that position statuses indicate the current state of a position in the search process and can be used to set permissions for committee members and applicants. It also includes a toggle for 'Enable Position Status Creation' (which is currently enabled) and 'Disable Position Status Creation'. Below this, there is a table of position statuses with four rows: 'Accepting Applications', 'Reviewing Applications', 'Interviewing Finalists', and 'Under Final Review'. Each row has an edit icon (pencil) and a delete icon (X).

Statuses:

From the "Statuses" tab of the Administration page, you can create and manage:

1. **Position Statuses:** Labels that describe the current state of the selection process, for example, "Accepting Applications"
2. **Application Statuses:** Labels that describe the current state of the applicant in the review process, for example, "Longlist" or "No Further Consideration"

💡 See here for more information on how to [create a position status](#), and how to [create an application status](#).

Statuses

Messages Templates

EEO Information

Application Forms

Permissions

Logo

Settings

Statuses

Position Status

Actions

Position statuses indicate the current state of a position in the search process and can be used to set permissions for committee members and applicants.

☒ Enable Position Status Creation ☐ Disable Position Status Creation

Accepting Applications

Reviewing Applications

Interviewing Finalists

Under Final Review

Application Status

Actions

Message Templates:

From the "Message Templates" tab you can create and manage message templates to send customized messages to applicants when the status of a position or application changes. You can set the conditions when the message will be sent, and you can edit and confirm messages before sending them.

💡 See here for more information on [how to set up applicant notification message templates](#).

Demo University >

Administration

Settings for:

Demo University

Statuses

Messages Templates >

EEO Information

Application Forms

Permissions

Logo

Settings

Templates

Templates
Add

Customize messages to send to applicants when the status of a position or application changes. Templates can be used at this and any unit below. You will have the opportunity to edit and confirm messages before sending them.

Search by subject or unit name

Subject	Created at	Actions
Interview invitation	Demo University	
Invitation for Interview	Department of Geriatric Nursing	

EEO Statement:

From the "EEO Statement" tab, administrative users can create, edit, and set the EEO statement for positions created in a unit.

See here for more information on [managing EEO statements.](#)

Demo University >

Administration

Settings for:

Demo University

Statuses

Messages Templates

EEO Information

Application Forms

Permissions

Logo

Settings

EEO Information

EEO Statement

Actions

The EEO statement provides standard language about your institutions EEO policy and is used for positions created at your institution.

☒ Enable EEO statement changes
☐ Disable EEO statement changes

Current EEO Statement

Demo University shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

EEO Forms

Add

Application Forms:

From the "Application Forms" tab, Administrators can create application forms to collect information from applicants. Administrators can also create EEO forms and designate forms as default for a unit.

💡 See here for more information on [creating application forms](#), and [EEO forms](#).

Statuses

Messages Templates

EEO Information

Application Forms

Permissions

Logo

Settings

Application Forms

Application Forms + Add

Search by form or unit name

Form Name ^	Created at		
Additional Information	Department of Geriatric Nursing	Required	
Another test form	Demo University		
EEO	College of Arts and Sciences	Required	
Test	Demo University	Required	

Permissions:

From the "Permission" tab, Administrators can set whether or not reviewers can comment and assign tags to applications. Administrators can require approval for new positions, set who to notify when a position changes, and set the sender name and "reply-to" address for email messages.

See here for more information on [requiring approval to post new positions.](#)

The screenshot shows the 'Permissions' settings page. On the left is a sidebar with navigation links: 'Statuses', 'Messages Templates', 'EEO Information', 'Application Forms', 'Permissions' (highlighted with a right arrow), 'Logo', and 'Settings'. The main content area is titled 'Permissions' and contains three sections: 'Comments', 'Tags', and 'Position Approval'. Each section has a descriptive paragraph and two radio button options.

Permissions

Comments

Comments enable reviewers to make observations on applications and are visible to all reviewers for that position. Blind review can be turned on for specific positions to prevent reviewers from seeing each other's comments.

☒ Comments Enabled ☐ Comments Disabled

Tags

Tags are bits of text that can be added to an applicant's record to help sort, categorize, and quickly identify applications. To learn more, read about how to [Use Tags to Mark and Sort Applications](#).

☒ Tags Enabled ☐ Tags Disabled


Position Approval

Position approval requires an administrator at your institution to approve positions created at your institution. To learn more, read about how to [Require Approval to Post New Positions](#).

☒ Position Approval Required ☐ Position Approval Not Required

Logo:

From the "Logo" tab, administrative users can upload and change the logo that will display on positions created by a unit or set the logo for a particular position.

 See here for more information on [add a logo to the landing page of a position](#).

Demo University >

Administration

Settings for:

Demo University

Statuses

Messages Templates

EEO Information

Application Forms

Permissions

Logo


Settings

Logo

Logo

Change

This logo will be displayed on any position published by this unit. For best results, use a logo with a white or transparent background, maximum file size of 20KB, and in one of the following formats: PNG, JPEG, JPG or GIF.



Settings

The Settings page allows an institution to create and use a public positions list.

Statuses

Messages Templates

EEO Information

Application Forms

Permissions

Logo

Settings

Settings

Public Position List

Interfolio provides a public link to a list of all the published positions available at your institution. You can use this link to advertise the positions available on your institutional website or other places where you provide a list of available positions.

List Name

Demo University Open Positions

Edit

URL

<https://apply-alpha.interfolio.com/10207/positions>

Copy URL

Equal Employment Opportunity Statement

This page displays the EEO statement for your institution. [Manage EEO Statement](#)

Demo University shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

User Roles in Faculty Search

There are four different types of users in Faculty Search: Administrators, Committee Managers, Evaluators, and EEO Officers. A user's role determines their capabilities in the program.

Evaluators are the users with the least access in the system. As members of a review committee, their role is generally limited to reviewing applicants and comes with no administrative capabilities. Evaluators can view applications, add tags to applicants, and if given access rate and comment on applications. All Evaluators are assigned to one or more search committees by an Administrator or Committee Manager.

Committee Managers supervise searches at the department level, therefore they have some administrative privileges. Committee Managers can edit settings and statuses, view reports, communicate with applicants, and evaluate applications.

Administrators have the most capabilities in Faculty Search, but their role is still limited by the organizational level to which they are attached. If a user is an Administrator on the college level, for instance, they can create, manage, and monitor searches at that college; the same goes for Administrators at a department. Institutional Administrators can control settings and view positions, applications, and reports across an entire institution.

The fourth category of user in Faculty Search is an Equal Employment Opportunity Officer. Generally, EEO Officers are staff from Human Resources, Institutional Diversity, or another campus office who are responsible for EEO standards and practices at your institution. EEO officers monitor and run EEO reports on open positions to which they have access. They also flag positions that may not meet an institution's diversity requirements.

In some cases, Administrators may also be granted EEO access, which allows them to perform some duties of an EEO Officer, such as viewing EEO reports and flagging positions.

Search Committee Evaluators

- **Evaluators** are assigned to one or more search committees by a Committee Manager or Administrator
- Evaluators can view, add tags, and—if this feature is activated—rate and comment on applications
- See our [Evaluator's Guide to Faculty Search](#) for more information

Committee Managers

- Committee Managers supervise searches at the departmental level
- Committee Managers can edit settings and statuses, view reports, communicate with candidates, and evaluate applications

Administrators

- Administrators create, manage, and monitor searches at the organizational level to which they have access
- Institutional Administrators can control settings and view positions, applications, and reports across an entire institution. Departmental Administrators perform similar functions at the level of a department, school, or college within a larger institutional system
- Administrators may also be granted EEO access, which allows them to perform some duties of an EEO Officer such as viewing EEO reports and flagging positions

EEO Officers

- Equal Employment Opportunity Officers are generally staff from Human Resources, Institutional Diversity, or another campus office responsible for EEO standards and practices
- EEO officers monitor and run EEO reporting on open positions to which they have access. They also flag positions that may not meet an institution's diversity requirements

Creating a Search Committee

Edit Search Committee Membership (Add/Remove Users)

In order to be added to a search committee, a person must first be added to the program as an Interfolio Faculty Search user.

Committee Managers and Administrators often add users to a search committee during the process of creating a position, but it is simple to edit the membership of an existing search committee from the "Applications" page of a position.

First, make sure the committee member has been added as a Interfolio Faculty Search user

! If your potential committee member is not already an Interfolio user, you will need to [add them to the program](#).

Find and click the position title to open the list of applicants for the position

Search Positions

Filter

Sort by Date

NAME	STATUS	TYPE	OPENS	CLOSES	APPLICATIONS
Associate Professor of Orthodontic Dentistry College of Dentistry	ACCEPTING APPLICATIONS	Faculty	Jan 31, 2016	Jun 24, 2016	2
Associate Professor of Periodontics College of Dentistry	ACCEPTING APPLICATIONS	Faculty	May 10, 2016	Nov 6, 2016	0

Click "Positions Actions" and then the View Committee Option

Demo University > Positions >

Assistant Professor of Landscape Architecture

Unit

Department of Architectural History

Status

Accepting Applications [change](#)

Opens

Sep 1, 2015

Closes

Aug 16, 2015

Position Actions

Edit Position

View committee

View position details

View referral sources

Tour this page

Add new applicant

Close position

APPLICANTS (5 of 5)

Keyword Search

Filter

Applicant Name

Date Updated

Applicant Status

Tags

My Overall Rating

Click "Edit"

Committee

Managers

Sandra Carol

Evaluators

Biertha Groening

Beverly Brown

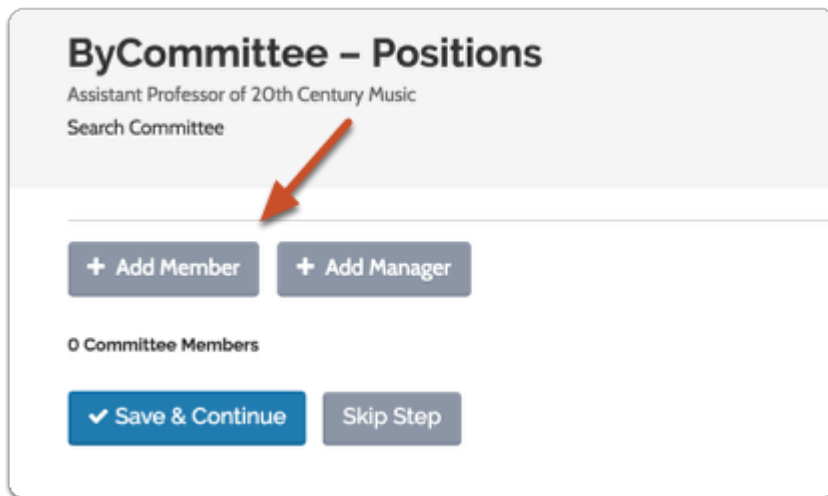
Maxwell Rush

Stephanie Bigsley

Edit

Close

Click "Add Member" to call up a list of available Interfolio users who can serve on your committee



ByCommittee – Positions
Assistant Professor of 20th Century Music
Search Committee

+ Add Member + Add Manager

0 Committee Members

✓ Save & Continue Skip Step

Search for the user by first or last name, and click "Add" to add them to the committee

 As you are typing, matches of existing Interfolio users will appear.

Add Member

Search

Sort By Name

FIRST NAME	LAST NAME	EMAIL	
Frank	Brown	fbbb@demo.edu	+ Add
Patrick	Dawkins	pdddddd@demo.edu	+ Add
Sylvia	Grangerford	emaline@demo.edu	+ Add
Jennifer	Iscott	jsssi@demo.edu	+ Add
Deborah	Largent	dllll@demo.edu	+ Add
Winks	Lawndale	lawndale@demo.edu	+ Add
Frank	Lee	fl@demo.edu	+ Add
Andrea	Lyli	allll@demo.edu	+ Add
Darrin	Magnus	dmmm@demo.edu	+ Add
Arnold	Mink	am@demo.edu	+ Add

First

Previous

1

2

Next

Last

Close

Click "Add Manager" to call up a list of available Committee Managers for your committee

ByCommittee – Positions

Associate Professor of Orthodontic Dentistry

Search Committee

+ Add Member

+ Add Manager

6 Committee Members

Sandra Carol	Committee Manager
Biertha Groening	Evaluator
Maxwell Rush	Evaluator

Click "Add" to add the user as Committee Manager

 This list displays users who have been assigned the role of Committee Manager for the

unit in which you are working. If you don't see the user you are looking for you, may need to [assign the user the role of Committee Manager](#) for the unit in which you are editing the position.

Add Manager

Sort By Name ▾

FIRST NAME	LAST NAME	EMAIL	
Sandra	Carol	sct@demo.ede	+ Add
Sylvia	Grangerford	emaline@demo.edu	+ Add
Deborah	Largent	dlill@demo.edu	+ Add

Close

Keep adding members and/or managers until you have your committee assembled, and click "Update"

+ Add Member

+ Add Manager

7 Committee Members

Sandra Carol	Committee Manager	✕
Sylvia Grangerford	Committee Manager	✕
Biertha Groening	Evaluator	✕
Maxwell Rush	Evaluator	✕
Beverly Brown	Evaluator	✕
Stephanie Bigsley	Evaluator	✕
Frank Brown	Evaluator	✕

✓ Update

Return to Overview

To remove a member, simply click the X next to the user's information.

+ Add Member


+ Add Manager

7 Committee Members

Sandra Carol	Committee Manager	X
Sylvia Grangerford	Committee Manager	X
Biertha Groening	Evaluator	X
Maxwell Rush	Evaluator	X
Beverly Brown	Evaluator	X
Stephanie Bigsley	Evaluator	X
Frank Brown	Evaluator	X

✓ Update

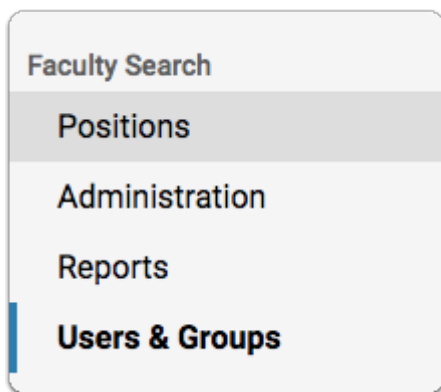
Return to Overview



Add New Users - Faculty Search

Committee Managers and Administrators can add users to Interfolio Faculty Search. All potential search committee members must be added as Interfolio users before they are able to review applicants.

Users are managed from the Users & Groups page, located from the Navigation Bar



Click the "Add User" button to the right of the Users & Units page

 Below is an example of the Committee Manager perspective.

Users, Committees & Units






Users

Committees

Sort By Name ▾

Browse By All Units ▾

 Add User

User	Email	Unit & Role	
Logic (updated) again 2016-18-2	logic2016-18-2@interfolio.com	Evaluator	
Logic 2016-20-1	logic2016-20-1@interfolio.com	Evaluator	
Logic wat 2017-5-1 wat	logic2017-5-1wat@interfolio.com	Evaluator	
Logic 2017-5-3	logic2017-5-3@interfolio.com	Evaluator	
Test 25-1	test25-1@interfolio.com	Evaluator	
CM Add 1	cmadd1@interfolio.com	Evaluator	
CM Add Test 1	cmaddtest1@interfolio.com	Evaluator	

Fill out the "Add User" form with the user's name and email address

Add User

First Name

Last Name

Arnold


Mink

Email


am@demo.edu

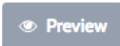
☒ Send new users a welcome message.

Message



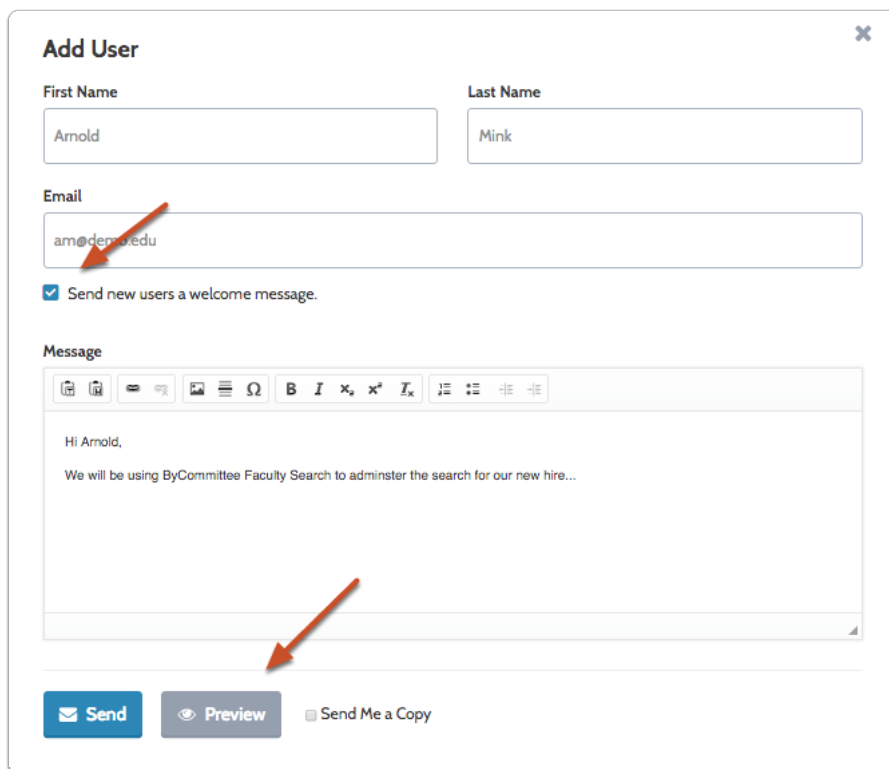
Hi Arnold,
We will be using ByCommittee Faculty Search to administer the search for our new hire...

 Send

 Preview

☐ Send Me a Copy

You can choose to add an additional message to the new user. Click preview to see how the message will appear in the inbox of the user



The screenshot shows a web form titled "Add User" with a close button (X) in the top right corner. The form contains the following fields and options:

- First Name:** A text input field containing "Arnold".
- Last Name:** A text input field containing "Mink".
- Email:** A text input field containing "am@den.edu". A red arrow points to this field.
- Send new users a welcome message:** A checked checkbox.
- Message:** A rich text editor area containing the text: "Hi Arnold, We will be using ByCommittee Faculty Search to adminster the search for our new hire...". A red arrow points to the "Preview" button below this area.
- Buttons:** At the bottom, there are three buttons: "Send" (blue), "Preview" (grey), and "Send Me a Copy" (checkbox).

Preview and and click "Send" when you are ready

Important: You can resend this invitation email at any time. For more information see the article [Resend the Interfolio Faculty Search Invitation Email.](#)

Add User

First Name *
Dena

Last Name *
Dunner

Email *
dd@demo.edu

☒ Send new users a welcome message.

Demo University has invited you to join
ByCommittee Faculty Search.

[ACCESS NOW](#)

This link will expire in 30 days. After 30 days, you can reactivate
the account by [requesting a new password](#).

Welcome, we have added you as a user...

Powered by Interfolio's ByCommittee | [Interfolio Support](#)

[Send](#) [Edit](#)

Add the new user to one or more units, and assign them roles in each unit

When a user is added, the "Edit User" window opens where you can add the user to one or more units, and set their role in each unit to which they are added.

By default, new users are added to the program with the role of Evaluator, however, an administrative user can grant any user a role equal to or lesser than their own role in any unit they administer.

For instance, an Administrator in Faculty Search can add a user to the program and assign that user the role of Administrator or Committee Manager for any of the units in their organizational hierarchy. Committee Managers can add a user to the program, and grant that user the role of Committee Manager or Evaluator in any administrative unit for which they serve as a Committee Manager, but cannot add a user and make them an Administrator.

Edit User

First Name *

Logic (updated) again

Last Name *

2016-18-2

Email *

logic2016-18-2@interfolio.com

✓ Update

Cancel

☒ Resend Invitation

UNITS

— Select Unit —

— Select Role —

+

 Add

🗑 Delete

Assign the user to a unit from the dropdown list

Edit User

First Name *

Logic (updated) again

Last Name *

2016-18-2

Email *

logic2016-18-2@interfolio.com

✓ Update

Cancel

☒ Resend Invitation

UNITS

— Select Unit —

— Select Role —

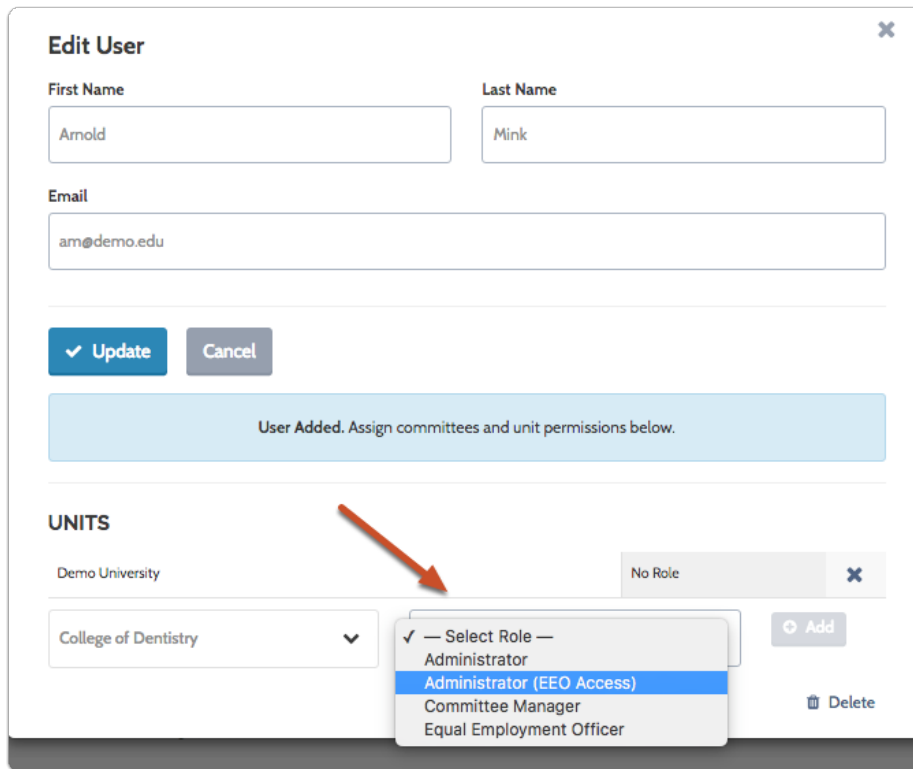
+

 Add

🗑 Delete

Select a role for the user and click "Add"

💡 Below is an example of an Administrator's view when editing a user's role.



The screenshot shows the 'Edit User' interface. At the top, there are input fields for 'First Name' (Arnold) and 'Last Name' (Mink), followed by an 'Email' field (am@demo.edu). Below these are 'Update' and 'Cancel' buttons. A light blue message box states 'User Added. Assign committees and unit permissions below.' The 'UNITS' section shows 'Demo University' with a dropdown menu currently set to 'College of Dentistry'. An orange arrow points to this dropdown, which is open, showing a list of roles: '— Select Role —', 'Administrator', 'Administrator (EEO Access)' (highlighted in blue), 'Committee Manager', and 'Equal Employment Officer'. To the right of the unit dropdown is a 'No Role' button with a close icon. Below the unit dropdown are 'Add' and 'Delete' buttons.

If necessary, add the user to another unit and assign them a role in the new unit to which they are added

In the example below, the user has been added as an Administrator with EEO access in the College of Dentistry, but they can be added to as many units as necessary and assigned a different role in each.

✕

First Name

Arnold

Last Name

Mink

Email

am@demo.edu

✓ Update

Cancel

User Added. Assign committees and unit permissions below.

UNITS

Demo University

College of Dentistry

– Select Unit –

No Role

Administrator (EEO Access)

– Select Role –

✕

✕

✕

➕ Add

🗑 Delete

Click "Update" when you are finished editing the user

✕

First Name

Arnold

Last Name

Mink

Email

am@demo.edu

✓ Update

Cancel

User Added. Assign committees and unit permissions below.

UNITS

College of Dentistry

– Select Unit –

Administrator (EEO Access)

– Select Role –

✕

✕

➕ Add

🗑 Delete

The user will appear in the list of users listed with their unit and role

USERS		
<div><div></div><div>Search Users</div></div>		
USER	EMAIL	UNIT & ROLE
Andrea Lyli	allll@demo.edu	Evaluator
Arnold Mink	am@demo.edu	College of Dentistry (Administrator)
Blothar Brown	blothar.brown@interfolio.com	Demo University (Administrator)

Change a User's Role

User roles are set when adding or editing a user. By default, new users are added to the program with the role of Evaluator, but that can easily be changed when necessary by a user with the appropriate permissions in the program. Users can be assigned roles in multiple units. An administrative user can assign a user a role lesser than or equal to their own in any unit in their administrative hierarchy. This article explains how to edit a user's role once they have been added to the program.

Users are managed from the Users & Units page

Demo University >

Users & Units

Users

Units

Q Search Users

Sort By Name

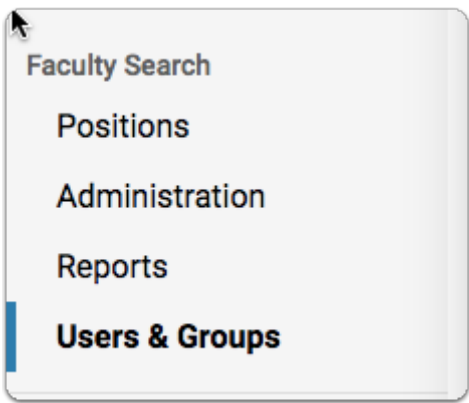
Browse By All Units

+

Add User

User	Email	Unit & Role
Robert Baadas	rb@demo.edu	Department of Landscape Architecture (CM)
Pamela Barnes	pbb@demo.edu	Evaluator
James Berry	jbbb@demo.edu	Demo University (CM)
Leonard Bishop	leonard.bishop@interfolio.com	Demo University (Administrator)
Michael Bishop	mbb9g@virginia.edu	School of Architecture (EEO)
Blothar Brown	blothar.brown@interfolio.com	Demo University (Administrator)
Bill Gerome Burger	d@demo.com	Evaluator

To access Users & Groups (units), click "Users & Groups" from the Navigation bar on the left-hand side of the page.



To assign a user a new unit and/or role:

Click the blue edit pencil in the same row as the user you want to edit

[Demo University](#) >








Users & Units

Users

Units

Sort By Name ▼ Browse By All Units ▼

+ Add User

User	Email	Unit & Role	
Robert Baadas	rb@demo.edu	Department of Landscape Architecture (CM)	
Pamela Barnes	pbb@demo.edu	Evaluator	
James Berry	jbbb@demo.edu	Demo University (CM)	
Leonard Bishop	leonard.bishop@interfolio.com	Demo University (Administrator)	
Michael Bishop	mbb9g@virginia.edu	School of Architecture (EEO)	
Blothar Brown	blothar.brown@interfolio.com	Demo University (Administrator)	
Bill Gerome Burger	d@demo.com	Evaluator	

The "Edit User" window will open where you can add a new unit and/or role for the user

Edit User

First Name *

Stephanie

Last Name *


Bigsley

Email *

sbbb@demo.edu

✓ Update

Cancel

 Resend Invitation


UNITS

- Select Unit -

- Select Role -

+

Add

 Delete

Select a unit from the dropdown list

Edit User

First Name *

Stephanie

Last Name *

Bigsley

Email *

sbbb@demo.edu

Update

Cancel

Resend Invitation

UNITS

- Select Unit -

- Select Role -

Add

Browse By Unit

Search

Demo University

College of Dentistry

School of Architecture

School of Arts and Science

Demo University (Administrator)

Department of Oral and Maxillofacial Surgery (Administrator)

Demo University (CM)

Evaluator

Demo University (CM)

Delete

Select a role for the user in the unit

Edit User

First Name *

Stephanie

Last Name *

Bigsley

Email *

sbbb@demo.edu

Update

Cancel

Resend Invitation

UNITS

College of Dentistry

- Select Role -

Administrator

Administrator (EEO Access)

Committee Manager

Equal Employment Officer

Add

Delete

Committee Manager's Guide to Interfolio's Faculty Search

Page 42

Click "Add"

Edit User

First Name *

Stephanie

Last Name *

Bigsley

Email *

sbbb@demo.edu

✓ Update

Cancel

☒ Resend Invitation

UNITS

College of Dentistry

Administrator

+ Add

Delete

Repeat the process above to assign the user additional units and roles

Edit User

First Name *

Stephanie

Last Name *

Bigsley

Email *

sbbb@demo.edu

✓ Update

Cancel

☒ Resend Invitation

UNITS

College of Dentistry

Demo University

Administrator

Committee Manager

- Select Unit -

- Select Role -

+ Add

Delete

Committee Manager's Guide to Interfolio's Faculty Search

Page 43

To change a user's existing unit or role:

Click the blue edit pencil in the same row as the user you want to edit

Users & Units

UsersUnits

USERS

+

Add User

Q

Search Users

Sort By Name

▼

Browse By All Units

▼

USER	EMAIL	UNIT & ROLE
Stephanie Bigsley	sbbb@demo.edu	College of Dentistry (Administrator) <div><div></div></div>
Blothar Brown	blothar.brown@interfolio.com	Demo University (Administrator)
Frank Brown	fbbb@demo.edu	Department of Oral and Maxillofacial Surgery (Administrator)

Delete the role you want to change by clicking the X

Edit User

×

First Name *

Stephanie

Last Name *

Bigsley

Email *

sbbb@demo.edu

✓ Update

Cancel

✉

Resend Invitation

UNITS

College of Dentistry

Demo University

Administrator

Committee Manager

– Select Unit –

▼

– Select Role –

▼

+

Add

🗑

Delete

Select a new unit and role for the user and click "Add"

The user will be granted permissions for the unit and role you select.

Edit User

First Name *

Stephanie

Last Name *

Bigsley

Email *

sbbb@demo.edu

✓ Update

Cancel

✉

Resend Invitation

UNITS

Demo University

College of Dentistry

Committee Manager

Administrator (EEO Access)

✕

✕

- Select Unit -

- Select Role -

+

Add

Creating Positions

Create a Position

What is a "position?" In Interfolio Faculty Search, the term "position" refers to a faculty, staff or fellowship opportunity. The position is the object of the search.

So, what is a "search?" You can think of a search in Interfolio Faculty Search as an academic, staff or fellowship position that gathers together application materials to be evaluated by a committee. A search is a single place to collect, store, view, and review applicant materials.

Creating a search is a guided step-by-step process that involves adding information about your search and instructions for applicants, creating a set of requirements for your position, appointing a search committee, and creating a landing page with a unique URL that will serve as the online application for your open position.

It may be useful to familiarize yourself with the process from an applicant's point of view. See our [Job Applicant's Guide to Interfolio Faculty Search](#) for more information on the applicant experience of applying for a Faculty Search position.


Positions can be created for any organizational unit in the program. For instance, a position can be created by the unit Demo University or by any lower organizational unit within that university, such as a school or department, or any unit within the school or department and so on.

Administrators can add positions to any organizational unit at or below the unit they have been assigned to administer, and Committee Managers can create positions for any unit at or below the unit for which they have been assigned as a Committee Manager.

When applications are no longer being considered, either because a hire was made or some other reason, Committee Managers, and Administrators can close a position and indicate which applicants were selected to fill the position.

This article explains the steps involved in creating a position in Interfolio Faculty Search.

Note: By creating a position you will also generate a landing page that applicants will use to learn about and apply for your position.

interfolio

Scott Harris ▾

Assistant Professor of Landscape Architecture

Demo University: Department of Architectural History

Location	Open Date	Deadline
Washington, D.C.	Sep 1, 2015	Aug 16, 2018 at 11:59 PM Eastern Time

Description

The Department of Landscape Architecture at the College of Interfolio seeks an individual to fill a vacancy at the fulltime academic (9.5 month), tenure-track level. Appointment will be at the rank of Assistant Professor; the position will commence in August 2015. The Department consists of graduate programs in landscape architecture, city planning, as well as architecture and works collaboratively with students to tie the existing urban environment to the everexpanding definition of landscape architecture.

Application Instructions

Applications will only be accepted through Interfolio. An Interfolio account will automatically be created for you. Please be sure all information is entered completely and accurately (especially names and email addresses). All uploaded files must be in Adobe PDF format. Files in another electronic format (e.g., MS Word) should be saved or "printed to" PDF format before uploading.

Qualifications


Master of Landscape Architecture degree or Bachelor of Landscape Architecture with a terminal

Logo will appear here, above the 'Apply Now' link

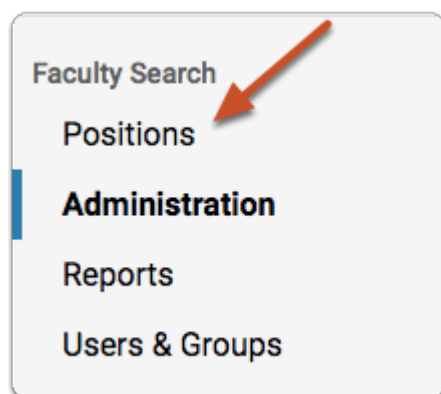
Application Process

This institution is using Interfolio's Faculty Search to conduct this search. Applicants to this position receive a free Dossier account and can send all application materials, including confidential letters of recommendation, free of charge.

[Apply Now](#)

Powered by  interfolio

To get started, select "View Positions" on your Faculty Search Account Dashboard



Click "New Position" at the top right of the Positions page

Demo University >
Positions

Search Positions Filter Sort by Date

Name	Status	Type	Opens	Closes	Applications
Assistant Professor of Landscape Arc... (ID: 1269) Department of Architectural History	ACCEPTING APPLICATIONS	Faculty	Sep 1, 2015	Aug 16, 2018	5
Lecturer, Architectural History (ID: 1304) Department of Architectural History	ACCEPTING APPLICATIONS	Faculty	Apr 13, 2016	May 1, 2016	1
Associate Professor, Intercultural Stu... (ID: 1311) Department of Sociology	ACCEPTING APPLICATIONS	Faculty	Apr 21, 2016	May 29, 2016	1
Professor of Chemistry (ID: 1302) Demo University	ACCEPTING APPLICATIONS	Faculty	May 2, 2016	May 20, 2016	0

Select the unit for the position you are creating

Create Position

Select Unit for Position
School of Architecture
Create New Position

or

Create from Existing Position
- Select Position - Select

If you choose this option, the new position you create will automatically be created under the same unit (such as department, school, or college) as the existing position on which it is based

Choose to create the new position from scratch or use settings from an existing position

- Select the appropriate department and click "Create New Position."
- -or- Select "Create from Existing Position" to re-use settings, requirements, and basic information from an existing position.

ByCommittee – Positions

Create Position

Select Unit for Position

School of Arts and Sciences ▼

Create New Position

or

Create from Existing Position

– Select Position – ▼

Select

If you choose this option, the new position you create will automatically be created under the same unit (such as department, school, or college) as the existing position on which it is based

Now you're ready to create your position!


1. Add position description and dates

1.1. Provide general information about the position

- Position Title: e.g., Assistant Professor
- Location
- Position Type: Faculty, Staff, or Fellowship
- Position Opens: Date when new applications will first be accepted for the position.
- Position Closes: Date when new applications will no longer be accepted.


1.3. Provide instructions for applying (required documents, formats, etc.)

Application Instructions







Applications are only accepted online. Applicants must include electronic copies of a letter of application, a current CV...




1.4. Enter an Equal Employment Opportunity Statement, and click "Save & Continue"

 Note: Your institution may already have the EEO statement set up for you.





Equal Employment Opportunity Statement







B *I* x_2 x^2 I_x



It is the policy of Demo University to provide **equal employment opportunity (EEO)** to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity....

✓ Save & Continue

Skip Step

2. Add required documents

Here you can add the documents your applicants must submit with their application. You can set the document type such as C.V., or Peer Evaluations, and set the number of documents necessary to fulfill the requirement. For instance, you might require one C.V. and three peer evaluations.

Your applicant can upload these documents and submit them electronically when applying for a Faculty Search position. The applicant will need to upload the exact number of each document type that you set in order to fulfill the requirement. When a requirement is filled the check mark will turn green.

- ❗ The "Number Required" sets the number of individual documents the applicant will need to upload to satisfy the requirement. If, for instance you want three references, but want them in one document, you will need to set the number required to one, instead of three.







i We accept the following file types:

- DOC

- DOCX
- DOT
- ODT
- WPD
- RTF
- TXT
- HTML
- PDF
- Links to webpages
- Links to videos hosted by YouTube and Vimeo

5 Documents Required

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

1	Cover Letter Please address letter to Janet Price...	 
1	C.V.	 
3	Confidential Letter of Recommendation or Evaluation	 

[+ Add Requirement](#)

REQUIRED DOCUMENTS

Customize the document requirements for your opening using our list of standard document types. Don't see what you need? Select *Other Document* and enter the details.

2.1. Click "Add Requirement"

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

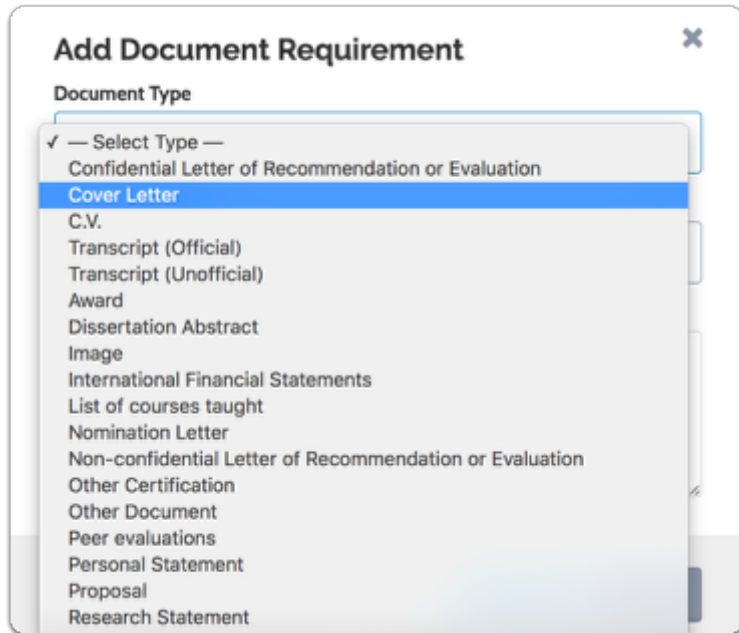
☐ Applicants may add additional documents
You may give applicants the ability to include additional materials with their application. If you have documents that you recommend, but don't require as part of the application, you should select this choice.

☐ Send a message on application submission.

[✓ Save & Continue](#) [Skip Step](#)

2.2. Select the document type from the dropdown list

You will be presented with a list of typical documents such as cover letters, C.V., transcripts, and letters of recommendation.



2.3. Set the number required of that document type

- ❗ The "Number Required" sets the number of individual documents the applicant will need to upload to satisfy the requirement. If, for instance you want three references, but want them in one document, you will need to set the number required to one, instead of three.

Add Document Requirement

Document Type

Cover Letter

Number Required

1

Requirement Note

✓ Save Cancel

2.4. Add an optional note with any special instructions or other information about the requirement and click "Save" when you are finished

Add Document Requirement

Document Type

Cover Letter

Number Required

1

Requirement Note







Please address letter to Janet Price...


✓ Save Cancel

2.5. You have the option to allow applicants to add additional documents

5 Documents Required

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

1	Cover Letter Please address letter to Janet Price...	 
1	C.V.	 
3	Confidential Letter of Recommendation or Evaluation	 

 **+ 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**

3. Create an automated message to send applicants when they submit an application

+ 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.

Subject *

Thank You For Applying

Body *



The Music Department at Demo University has received your application...

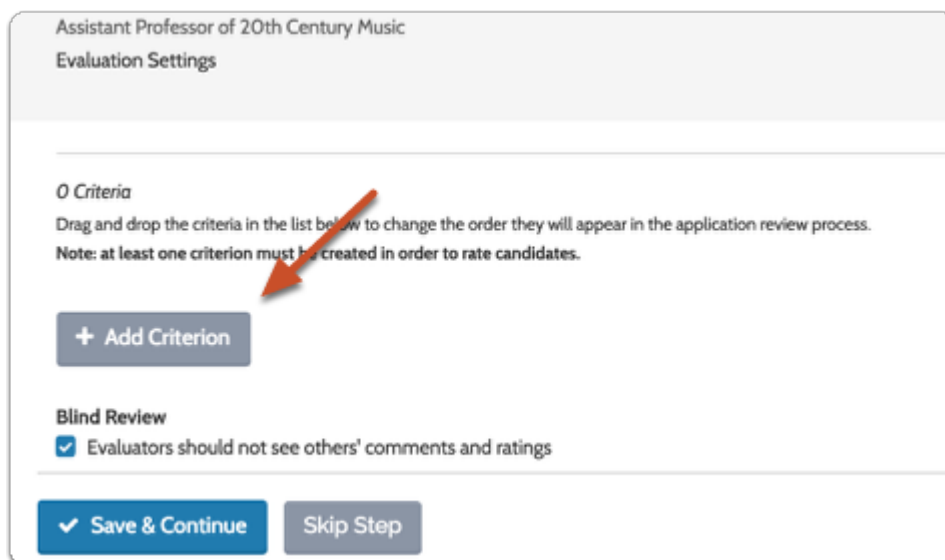
Preview

✓ Save & Continue **Skip Step**

4. Create custom evaluation criteria and edit evaluation settings

If your institution allows, you can establish custom evaluation criteria for rating applicants on a 5-star scale. This allows Evaluators to rate and compare applicants on criteria such as scholarship, teaching, research, publishing, or whatever criteria you add. We will calculate the average score of an applicant by both category and overall rating. You can set whether or not Evaluators can view comments and ratings given by other users.

4.1. Click "Add Criterion"



Assistant Professor of 20th Century Music
Evaluation Settings

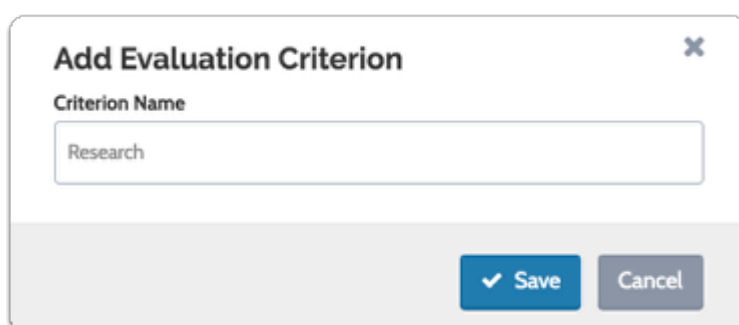
0 Criteria
Drag and drop the criteria in the list below to change the order they will appear in the application review process.
Note: at least one criterion must be created in order to rate candidates.

+ Add Criterion

Blind Review
☒ Evaluators should not see others' comments and ratings

✓ Save & Continue **Skip Step**

4.2. Type in the evaluation criterion and click "Save"



Add Evaluation Criterion ✕

Criterion Name

Research

✓ Save **Cancel**

4.3. Specify "Blind Review" if you don't want evaluators to see the comments and ratings of their fellow committee members

1 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.

Research

+ Add Criterion

Blind Review

☒ Evaluators should not see others' comments and ratings

✓ Save & Continue Skip Step

5. Attach custom application forms to the position

- Application forms are used to gather additional information from applications
- Admins and Committee Managers can create forms for the units they administer and
- Forms can be specific to any institution, college, department or position

Note: Application forms are attached during the process of creating or editing a position, but [forms are created from the Administration page](#).

Application Forms

Assistant Professor of 20th Century Music

1 Forms Required

Drag and drop the documents in the list below to change the order they will appear in the document delivery packet.

Test Form Preview

+ Add Form

☒ Applicants must complete an Equal Employment Opportunity form

EEO-1/Affirmative Action Voluntary Self Identification Form

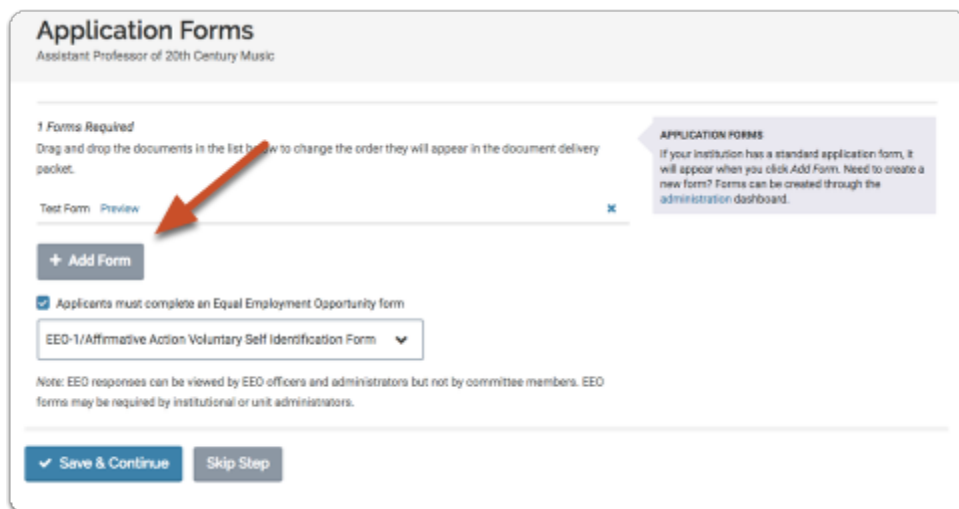
Note: EEO responses can be viewed by EEO officers and administrators but not by committee members. EEO forms may be required by institutional or unit administrators.

✓ Save & Continue Skip Step

APPLICATION FORMS

If your institution has a standard application form, it will appear when you click Add Form. Need to create a new form? Forms can be created through the administration dashboard.

5.1. Click "Add Form"



Application Forms
Assistant Professor of 20th Century Music

1 Forms Required
Drag and drop the documents in the list below to change the order they will appear in the document delivery packet.

Test Form [Preview](#)

+ Add Form

☒ Applicants must complete an Equal Employment Opportunity form

EEO-1/Affirmative Action Voluntary Self Identification Form

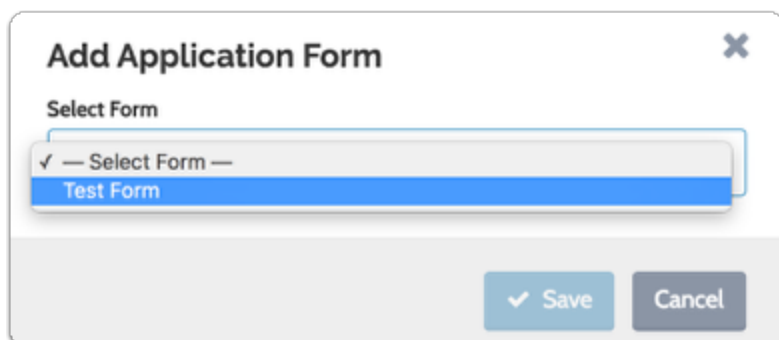
Note: EEO responses can be viewed by EEO officers and administrators but not by committee members. EEO forms may be required by institutional or unit administrators.

[Save & Continue](#) [Skip Step](#)

APPLICATION FORMS
If your institution has a standard application form, it will appear when you click Add Form. Need to create a new form? Forms can be created through the administration dashboard.

5.2. Select form from the dropdown list and click "Save"

A list of forms that have already been created (from the Administration page) will appear in the dropdown list.



Add Application Form

Select Form

✓ — Select Form —
Test Form

[Save](#) [Cancel](#)

5.3. You can click "Preview" to see how applicants will see the form you have added

Application Forms
Assistant Professor of 20th Century Music

1 Forms Required
Drag and drop the documents in the list below to change the order they will appear in the document delivery packet.

Test Form [Preview](#)

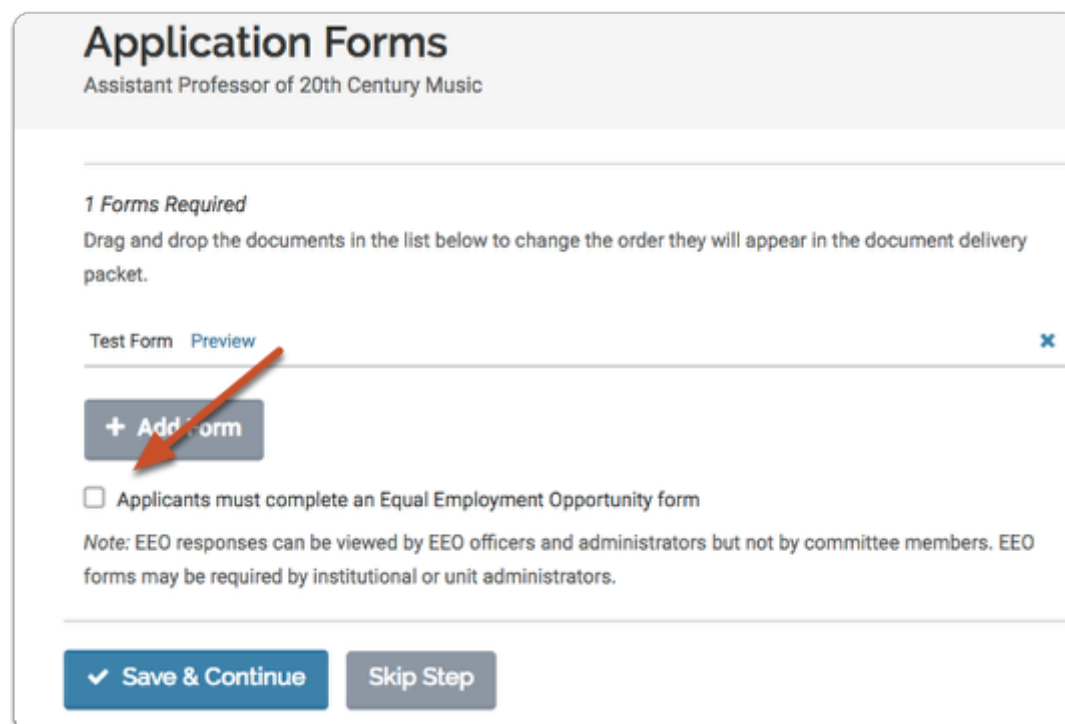
APPLICATION FORMS
If your institution has a standard application form, it will appear when you click *Add Form*. Need to create a new form? Forms can be created through the [administration dashboard](#).

6. Attach EEO Forms to the position

- EEO forms are used to gather EEO information from applications
- Forms can be specific to any institution, college, department or position
- Only users with EEO access (such as an EEO officer or admin with EEO access) can view the answers to EEO questions

Note: EEO forms are attached during the process of creating or editing a position, but [EEO forms are created from the Administration page.](#)

6.1. Check the box labeled "Applicants must complete an Equal Employment Opportunity form."



Application Forms
Assistant Professor of 20th Century Music

1 Forms Required
Drag and drop the documents in the list below to change the order they will appear in the document delivery packet.

Test Form Preview

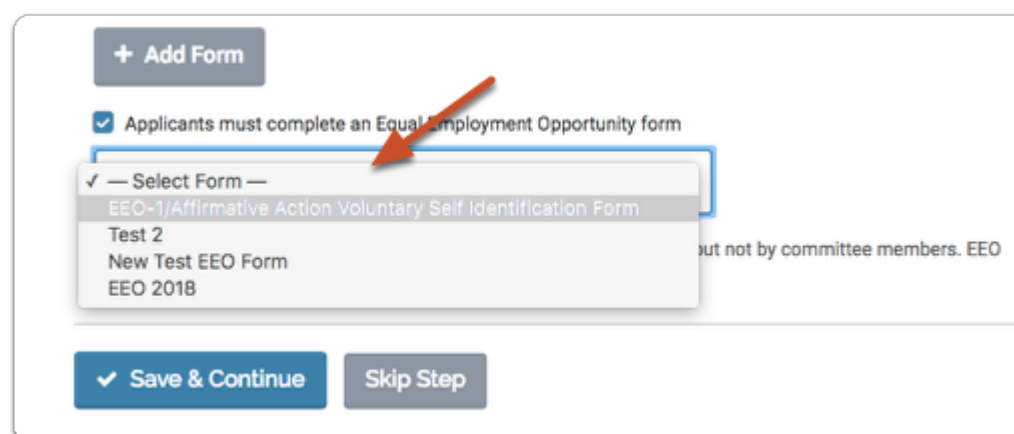
+ Add Form

☐ Applicants must complete an Equal Employment Opportunity form

Note: EEO responses can be viewed by EEO officers and administrators but not by committee members. EEO forms may be required by institutional or unit administrators.

✓ Save & Continue Skip Step

6.2. Select the form from the dropdown menu and click "Save & Continue" when you are done adding forms



+ Add Form

☒ Applicants must complete an Equal Employment Opportunity form

✓ — Select Form —
EEO-1/Affirmative Action Voluntary Self Identification Form
Test 2
New Test EEO Form
EEO 2018

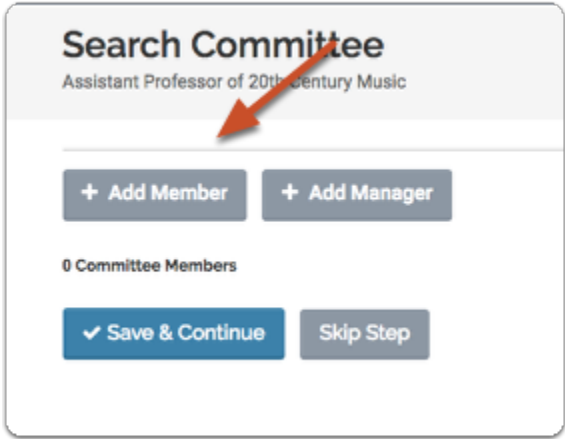
✓ Save & Continue Skip Step

7. Create a search committee

You have the option to add members to a search committee as part of the position creation process. Note that in order to be assigned to a search, potential committee members must be [added to the program as Interfolio faculty Search users](#).

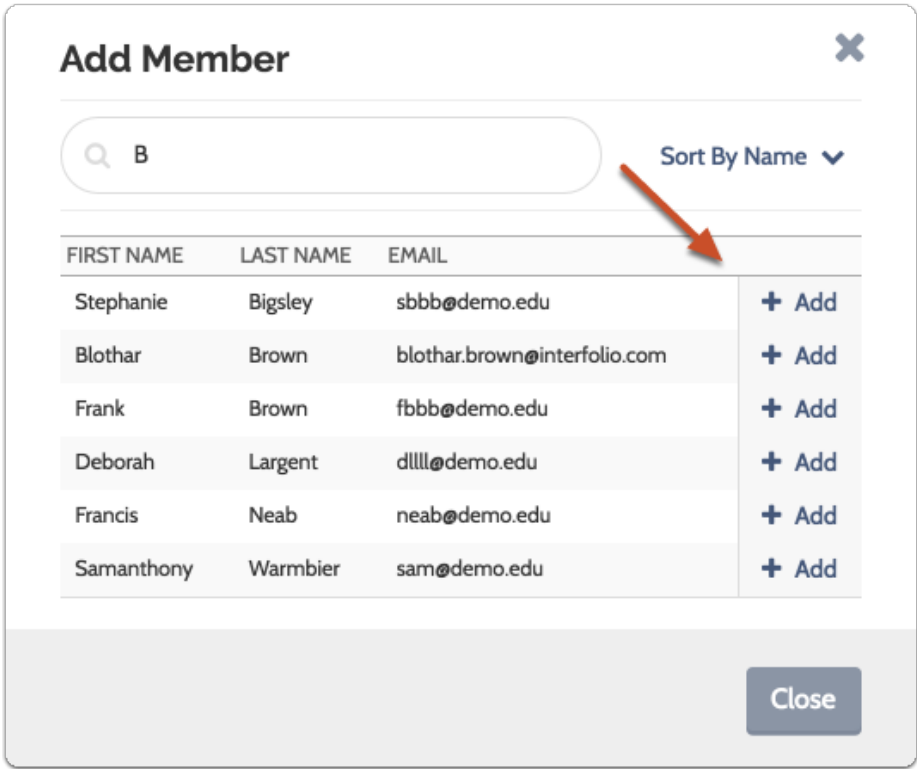
Note: You can also add committee members after a position is created from the Review Position screen. For more information, see [How do I add members to a search committee?](#)

7.1. Click "Add Member" to call up a list of available Faculty Search users who can serve on your committee

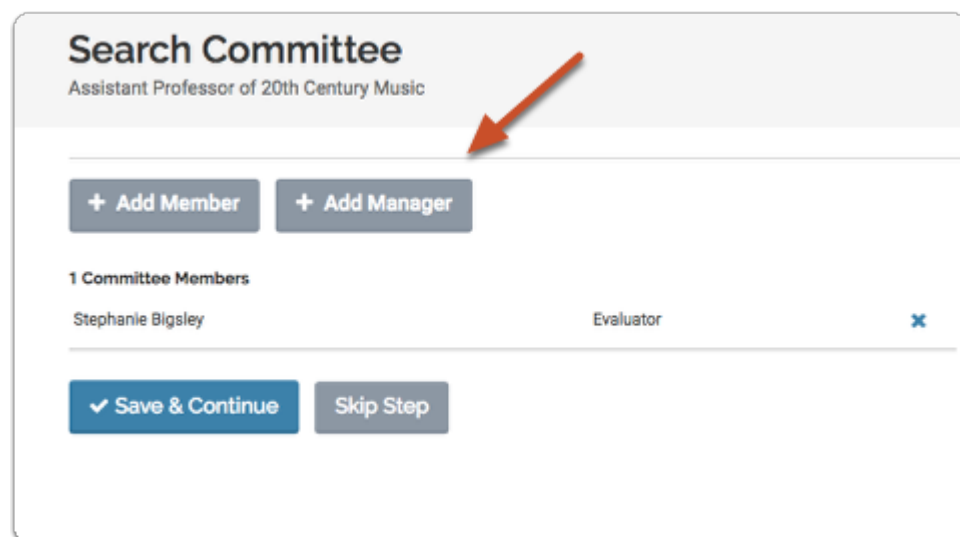


7.2. Search for the user by first or last name, and click "Add" to add them to the committee

As you are typing, matches of existing Faculty Search users will appear. If you don't see the user you are looking for, you may need to add them as Faculty Search user.



7.3. Click "Add Manager" to call up a list of available Committee Managers for your committee



Search Committee
Assistant Professor of 20th Century Music

+ Add Member **+ Add Manager**

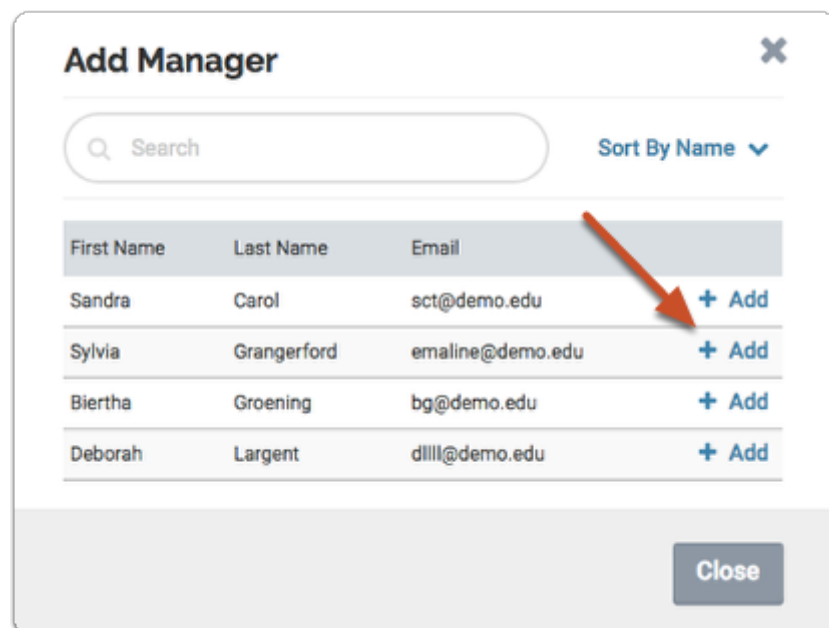
1 Committee Members

Stephanie Bigsley	Evaluator	x
-------------------	-----------	----------

✓ Save & Continue **Skip Step**

7.4. Click "Add" to add the user as manager for the committee

This list displays users who have been assigned the role of Committee Manager for the unit in which you are creating the position. If you don't see the user you are looking for you may need to [add them to the program as a ByCommittee user](#), or [assign the user the role of Committee Manager](#) for the unit in which you are creating the position.



Add Manager **x**

Sort By Name v

First Name	Last Name	Email	
Sandra	Carol	sct@demo.edu	+ Add
Sylvia	Grangerford	emaline@demo.edu	+ Add
Biertha	Groening	bg@demo.edu	+ Add
Deborah	Largent	dllll@demo.edu	+ Add

Close

7.5. Keep adding members and/or managers until you have your committee assembled, and click "Save & Continue"

 To remove a member, simply click the X next to the user's information.






Assistant Professor of 20th Century Music

Search Committee

+ Add Member

+ Add Manager

5 Committee Members

Sandra Carol	Committee Manager	
Stephanie Bigsley	Evaluator	
Deborah Largent	Evaluator	
Winks Lawndale	Evaluator	
Darrin Magnus	Evaluator	

✓ Save & Continue

Skip Step

8. Enter internal notes

You will be taken to the "Internal Notes" page of the position. Internal notes are optional, are only accessible to users at your institution and will never be seen by applicants. They are available to all committee members for the position.

Here you can add a position ID number, enter a salary range, select a term length for the position you have created, identify the funding source, write out a hiring plan, add general notes, and upload files that will become available for committee members evaluating the position.

Position ID or Requisition Number

Salary Range or Pay Grade

Ex.: \$80,000 - \$100,000; GS-8

Position Term Length

-- Select Term --

Funding Source

Ex.: Vice-President's Office; Grant Foundation

Hiring Plan

General Notes

File Attachments

+ Add File

✓ Save & Continue

Skip Step

You may need to submit your position for approval by an administrator before it can be published

If approval is required, click "Submit for Approval." An email will be sent to the administrator responsible for approving the position and he or she will be notified that your position requires approval when they log into the program.

You may continue making edits and preparing the position while awaiting approval. You will receive a notification once your position is approved or if changes need to be made to the position.

See here for more information on [submitting a position for approval](#).

Review Position

Assistant Professor of 20th Century Music

< Return to Application List

POSITION BEING CREATED

This position requires approval, but has not yet been submitted for approval by the position's creator. Once submitted for approval, the designated Administrator will receive a message to review the position.

Submit for Approval

You will be notified if changes need to be made before the position can be approved

Warren Pease has requested that you make changes to your position (Lecturer in Trumpet Performance) before it is approved.

UPDATE POSITION

Please add the following text to the position qualifications section:

"Other preferred qualifications will include proficiency on a musical instrument or voice, and ability to teach courses on topics in non-Western music and/or early music as needed."

You will receive a notification once your position is approved and you can continue with the steps below

9. Review and open your position

Your position will automatically be published when the Open date passes -or- you can click "change" to publish the "Apply Now" page manually.

Review Position

THIS POSITION IS: ?

Open to new applicants

It opened on **Sep 1, 2015**. [change](#) [clear](#)

It will close on **Aug 16, 2018**. [change](#) [clear](#)

"Apply Now" page is **published**. [view](#) [change](#)

<http://apply-alpha.interfolio.com/22946>

POSITION STATUS: ?

Accepting Applications

With this status active:

- Applicants **can** view this status.
- Applicants **can** update their application materials.
- Evaluators **can** review applications to this position.

[change](#)

EDIT POSITION...

1. [Description & Dates](#)
2. [Required Documents](#)
3. [Evaluation Settings](#)
4. [Application Forms](#)
5. [Search Committee](#)
6. [Internal Notes](#)

Click "Update Status" to set an initial status for the position

You will need to set an initial status for the position (such as "Accepting Applications").

Review Position

THIS POSITION IS: ?

Closed to new applicants

It will open on **Mar 23, 2018**. [change](#) [clear](#)

It is **not scheduled** to close. [change](#) [clear](#)

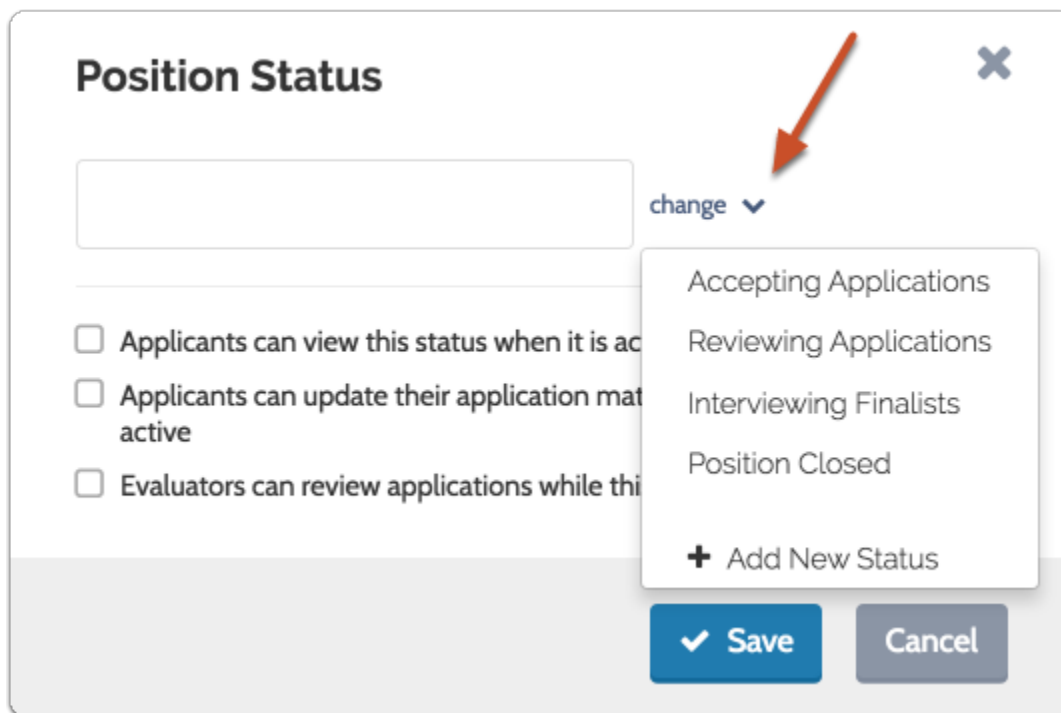
"Apply Now" page is **not published**. [change](#)

POSITION STATUS: ?

Please set an initial status for your position.

[Update Status](#)

Select the initial status from the dropdown list, or click "Add New Status" to create a new one



The image shows a 'Position Status' dialog box. At the top left is the title 'Position Status' and a close button (X) at the top right. Below the title is a text input field. To the right of the input field is a dropdown menu labeled 'change' with a downward arrow. A red arrow points to this dropdown menu. The dropdown menu is open, showing a list of status options: 'Accepting Applications', 'Reviewing Applications', 'Interviewing Finalists', and 'Position Closed'. At the bottom of the dropdown menu is a link that says '+ Add New Status'. Below the input field and dropdown menu are three checkboxes with labels: 'Applicants can view this status when it is active', 'Applicants can update their application materials when the status is active', and 'Evaluators can review applications while the status is active'. At the bottom of the dialog box are two buttons: a blue 'Save' button with a checkmark icon and a grey 'Cancel' button.

Set permissions related to the status

Set whether or not applicants can view or update their materials, and whether or not evaluators can review applications when the status is active.

Position Status ✕

Accepting Applications

change ▼

- ☒ Applicants can view this status when it is active.
- ☒ Applicants can update their application materials while this status is active
- ☒ Evaluators can review applications while this status is active.

✓ Save

Cancel

Publish Your Position

When the open date passes your "Apply Now" page will automatically be published, but you can click "change" to publish it manually.

[Demo University](#) > [Positions](#) > [Lecturer, Architectural History](#) >

Review Position

THIS POSITION IS: ⓘ

Closed to new applicants

It will open on **Mar 23, 2018**. [change](#) [clear](#)

It is **not scheduled** to close. [change](#) [clear](#)

"Apply Now" page is **not published**. [change](#)

POSITION STATUS: ⓘ

Accepting Applications

With this status active:

- Applicants **can** view this status.
- Applicants **can** update their application materials.
- Evaluators **can** review applications to this position.

[change](#)

EDIT POSITION...

- [Description & Dates](#)
- [Required Documents](#)
- [Evaluation Settings](#)
- [Application Forms](#)
- [Search Committee](#)
- [Internal Notes](#)

The URL of your position will display on the review page. You can use this URL wherever you want to announce your position.

Review Position

THIS POSITION IS: ?

Closed to new applicants

It will open on **Mar 23, 2018**. [change](#) [clear](#)

It is **not scheduled** to close. [change](#) [clear](#)

"Apply Now" page is **published**. [view](#) [change](#)

<http://apply-alpha.interfolio.com/22961>

POSITION STATUS: ?

Accepting Applications

With this status active:


- Applicants **can** view this status.
 - Applicants **can** update their application materials.
 - Evaluators **can** review applications to this position.
- [change](#)

EDIT POSITION...

1. [Description & Dates](#)
2. [Required Documents](#)
3. [Evaluation Settings](#)
4. [Application Forms](#)
5. [Search Committee](#)
6. [Internal Notes](#)

Position Announcement:

After you create a position and the position has passed its open date, or you have manually published the URL, Faculty Search generates a landing page announcing the position.

 Scott Harris ▾

Assistant Professor of Landscape Architecture

Demo University: Department of Architectural History

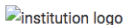
Location	Open Date	Deadline
Washington, D.C.	Sep 1, 2015	Aug 16, 2018 at 11:59 PM Eastern Time

Description
The Department of Landscape Architecture at the College of Interfolio seeks an individual to fill a vacancy at the fulltime academic (9.5 month), tenure-track level. Appointment will be at the rank of Assistant Professor; the position will commence in August 2015. The Department consists of graduate programs in landscape architecture, city planning, as well as architecture and works collaboratively with students to tie the existing urban environment to the everexpanding definition of landscape architecture.

Application Instructions
Applications will only be accepted through Interfolio. An Interfolio account will automatically be created for you. Please be sure all information is entered completely and accurately (especially names and email addresses). All uploaded files must be in Adobe PDF format. Files in another electronic format (e.g., MS Word) should be saved or "printed to" PDF format before uploading.


Qualifications
Master of Landscape Architecture degree or Bachelor of Landscape Architecture with a terminal

<https://apply-alpha.interfolio.com/#>



Application Process
This institution is using Interfolio's Faculty Search to conduct this search. Applicants to this position receive a free Dossier account and can send all application materials, including confidential letters of recommendation, free of charge.

[Apply Now](#)

Powered by  interfolio

The landing page includes details and application instructions. It also provides applicants with a free Interfolio Dossier account, which they use to apply for your position.

Establish Custom Ratings Criteria and/or Set Up a Blind Review

If permissions allow, Committee Managers can set custom evaluation criteria for rating applicants on a five-star scale. It is also possible to set up a "blind review" in which Evaluators will not see the comments and ratings left by others.

Custom ratings criteria and/or a blind review can be [set during the process of creating a position](#), or when editing a position.

The directions below explain how to add criteria and set a blind review when editing a position.

Select Positions from the navigation bar on the left-hand side

Faculty Search

Positions

Administration

Reports

Users & Groups

Find and click the position title to open the list of applicants for the position

Q Search Positions

Filter

Sort by Date

NAME	STATUS	TYPE	OPENS	CLOSES	APPLICATIONS
Associate Professor of Orthodontic Dentistry College of Dentistry	ACCEPTING APPLICATIONS	Faculty	Jan 31, 2016	Jun 24, 2016	2
Associate Professor of Periodontics College of Dentistry	ACCEPTING APPLICATIONS	Faculty	May 10, 2016	Nov 6, 2016	0

Select Position Actions, and then choose the Edit Position option in the drop-down

Demo University > Positions >

Assistant Professor of Landscape Architecture

Unit	Status	Opens	Closes
Department of Architectural History	Accepting Applications change	Sep 1, 2015	Aug 16, 2016

APPLICANTS (5 of 5)

Keyword Search [Filter](#) [Saved Views](#)

<input type="checkbox"/>	Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input type="checkbox"/>	Sasha Brown INCOMPLETE	Jan 25, 2018	Hired	+	★★★★☆

Click "Evaluation Settings" to the right of the page

THIS POSITION IS: Closed to new applicants

It opened on Jan 31, 2016. [change](#) [clear](#)

It closed on Jun 24, 2016. [change](#) [clear](#)

"Apply Now" page is published. [view](#) [change](#)

POSITION STATUS: Accepting Applications

With this status active:

- Applicants can view this status.
- Applicants can update their application materials.
- Evaluators can review applications to this position. [change](#)

EDIT POSITION...

1. Description & Dates
2. Required Documents
3. Evaluation Settings
4. Application Forms
5. Search Committee
6. Internal Notes

On the Evaluation Settings page:

1. Click "Add Criterion" to add a custom criterion to the list
2. Click X to delete a criterion
3. Select "Blind Review" if you don't want Evaluators to see comments and ratings entered by their fellow committee members

ByCommittee – Positions

Associate Professor of Orthodontic Dentistry
Evaluation Settings

3 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.

Teaching

✕

Scholarship

✕

Research

✕

+ Add Criterion

Blind Review

☒ Evaluators should not see others' comments and ratings

✓ Update

Return to Overview

⚠ If evaluators comment during a blind review, and the blind review setting is turned off, then evaluators associated with the search will be able to see summary information but not specific results.

If users with the proper permissions want to see ratings by the evaluator that they will need to run an applications report.

Submit a New Position for Approval

If your organization requires approval for posting new positions, you will be prompted to submit new positions for approval as the final step in creating a position. The Administrator who is designated to approve new positions will be notified that you have submitted a position for approval, and can either approve the position or send it back for changes. If changes are required, you will be notified of the necessary changes and can resubmit the position once the required changes have been made. This article explains more about the process of approving positions. To get a view from the other side of the approval process, see the help article on [how to require approval to post new positions](#).

You will first need to create a new position

See here for detailed instructions on how to [create a position](#).

If approval is required, you will be asked to submit the new position for approval on the Positions page

POSITION BEING CREATED

This position requires approval, but has not yet been submitted for approval by the position's creator. Once submitted for approval, the designated Administrator will receive a message to review the position.

Submit for Approval

The designated approver will be sent an email notifying them that you have submitted a position to be approved

Blothar Brown has created a new position in ByCommittee that requires your approval.

[REVIEW POSITION](#)

Position: Associate Professor of Music and Composition

Unit: Jazz Studies

Questions? Check out our [Help Center](#).

Get in Touch

help@interfolio.com | (877) 997-8807 | interfolio.com

You may continue to make changes and updates to the position while awaiting approval

APPROVAL REQUIRED

Position sent for approval by Blothar Brown on June 27, 2016.

This position has been submitted for approval. You may continue to make changes and updates to this position.

While awaiting approval the new position will appear in the list of positions with the status "Approval Required"

Note: Until it is submitted for approval, a position will appear in the positions list with the status "Position Being Created."

Demo University

Filter

NAME	STATUS
Associate Professor of Orthodontic Dentistry College of Dentistry	ACCEPTING APPLICATIONS
Associate Professor of Periodontics College of Dentistry	ACCEPTING APPLICATIONS
Associate Professor of Music and Composition Jazz Studies	APPROVAL REQUIRED
Jazz Performance Instructor Jazz Studies	APPROVAL REQUIRED
Visiting Assistant Professor/Instructor in American Literature Department of English Language and Literature	

Your position (Professor of Chemistry) has been approved!

VIEW POSITION

Get in Touch

help@interfolio.com | (877) 997-8807 | interfolio.com

If changes need to be made you will receive an email prompting you to update the position

Warren Pease has requested that you make changes to your position (Lecturer in Trumpet Performance) before it is approved.

[UPDATE POSITION](#)

Please add the following text to the position qualifications section:

"Other preferred qualifications will include proficiency on a musical instrument or voice, and ability to teach courses on topics in non-Western music and/or early music as needed."

Managing Positions

Interfolio Faculty Search: Best Practices for Managing a Search

If you're managing a search this year, here are a few best practices to keep in mind:

1. **Logging In:** You can help your faculty access their account by [resending the invitation to Interfolio](#). That email will prompt your faculty member to create a new password and help them access their account. If your committee members experience any trouble, they can select "[Forgot your password?](#)" from the Interfolio home page. .
2. **Requiring Confidential Letters of Recommendation:** Don't forget! In order for an applicant to apply to your position, they need to complete all requirements before they can submit. That means, fulfilling each [required document](#) slot and completing all required form questions before they can submit their application.

The screenshot shows the 'Required Documents' configuration page in Interfolio. At the top, the breadcrumb trail is 'Demo University > Positions > Lecturer, Architectural History >'. The page title is 'Required Documents' with the subtitle 'Lecturer, Architectural History'. A section titled '5 Documents Required' includes the instruction 'Drag and drop the documents in the list below to change the order they will appear in the application requirements.' Below this is a list of five required documents, each with a quantity of 1 and edit/delete icons: 'Cover Letter', 'C.V.', 'Research Statement', 'Teaching Statement', and 'Writing Sample'. A '+ Add Requirement' button is located below the list. To the right, a purple callout box titled 'REQUIRED DOCUMENTS' explains that users can customize requirements using a list of standard document types or select 'Other Document' for custom requirements. Below the document list, the 'Additional Applicant Options' section has two checkboxes: 'Applicants may add additional documents' (checked) and 'Send a message on application submission' (unchecked). The 'Applicants may add additional documents' option has a descriptive text: '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.' At the bottom, there are two buttons: 'Save & Continue' and 'Skip Step'.

3. **Collecting Additional Documents from a Subset of Applicants:** A common strategy for narrowing down a large applicant pool is [a two-stage search](#). After you narrow down your applicant pool, you can request additional documents from the smaller list of applicants. Don't forget to add additional document requirements (if necessary), and make sure to edit either the Position Status or the Application Status to permit those applicants to update their application materials.
4. **(For Committee Managers)** Don't see the position you're looking for? It's possible that you may need to [change your role](#) so that you can toggle your scope within the institution, school, college or department. Learn more about our user roles [here](#).
5. **Landing Page Analytics:** Wonder how your applicants are finding your positions? We now have a tool that shows a simple pie chart illustrating how your potential applicants are

accessing your position's "Apply Now" page. [This handy chart](#) can help you learn whether your recruitment dollars are paying off—why pay to post someplace that no one goes? If you aren't getting the applicant pool you expected for whatever reason (not diverse enough, not competitive enough), you can see which job boards are getting applicants and switch tack, if necessary.

Additionally, we have guidebooks for every user type where all relevant articles for your role are sourced for you. The fifth resource listed is a webinar our Client Success team hosted back in August 2016. It's a comprehensive training covering how to create and manage a search in Interfolio.

1. [A Committee Manager's guide to Interfolio Faculty Search](#)
2. [An Evaluator's guide to Interfolio Faculty Search](#)
3. [An Applicant's guide to applying to a Interfolio position](#)
4. [Help evaluating applications](#)
5. ["Finding the Faculty" webinar](#)

Still Stuck?

We're here to help! Anyone can contact our Scholar Services team at help@interfolio.com or (877) 997-8807 Monday- Friday, 9:00-6:00 PM ET.

Administration Settings Page in Interfolio Faculty Search

From the "Administration" page of Faculty Search, Administrators can control settings for their assigned unit(s), and Committee Managers can control settings and permissions for the positions they manage.

Depending on their administrative privileges, from the "Administration" page, users can:

- Create and edit position and application statuses
- Create message templates to send to applicants when the status of a position or application changes
- Create and manage EEO statements
- Create and manage application forms (including EEO forms)
- Set communication settings to enable or disable comments and tags

 The tabs that appear on the "Administration" page are determined by your level of access in the program. Not all tabs listed below will appear for all users.

To navigate to the Administration page:

Click "Manage" on you Faculty Search dashboard and select "Administration"

The screenshot displays the 'Administration' page for 'Demo University'. The left sidebar contains a menu with 'Administration' highlighted. The main content area shows the 'Administration' page with a 'Settings for:' dropdown set to 'Demo University'. The 'Statuses' section is active, showing a list of position statuses: 'Accepting Applications', 'Reviewing Applications', 'Interviewing Finalists', and 'Under Final Review'. Each status has edit and delete icons. The 'Position Status' section includes a description and two radio buttons: 'Enable Position Status Creation' (selected) and 'Disable Position Status Creation'.

Always make sure you are viewing settings for the correct unit or position

The name of the unit or position you are viewing is displayed at the top left of the page.

! Any changes you make to the settings on the "Administration" page will be applied to the unit or position listed here.

Click the drop-down if you need to view and control settings for a different unit or position.

The screenshot shows the 'Administration' page in Interfolio's Faculty Search. The 'Statuses' tab is active, displaying a list of position statuses: 'Accepting Applications', 'Reviewing Applications', 'Interviewing Finalists', and 'Under Final Review'. Each status has edit and delete icons. The 'Position Status' section includes a description and radio buttons to 'Enable' or 'Disable Position Status Creation'. A red arrow points to the 'Settings for:' dropdown menu at the top of the page.

Statuses:

From the "Statuses" tab of the Administration page, you can create and manage:

1. **Position Statuses:** Labels that describe the current state of the selection process, for example, "Accepting Applications"
2. **Application Statuses:** Labels that describe the current state of the applicant in the review process, for example, "Longlist" or "No Further Consideration"

💡 See here for more information on how to [create a position status](#), and how to [create an application status](#).

Statuses

Messages Templates

EEO Information

Application Forms

Permissions

Logo

Settings

Statuses

Position Status

Actions

Position statuses indicate the current state of a position in the search process and can be used to set permissions for committee members and applicants.

☒ Enable Position Status Creation ☐ Disable Position Status Creation

Accepting Applications

Reviewing Applications

Interviewing Finalists

Under Final Review

Application Status

Actions

Message Templates:

From the "Message Templates" tab you can create and manage message templates to send customized messages to applicants when the status of a position or application changes. You can set the conditions when the message will be sent, and you can edit and confirm messages before sending them.

💡 See here for more information on [how to set up applicant notification message templates](#).

Demo University >

Administration

Settings for:

Demo University

Statuses

Messages Templates >

EEO Information

Application Forms

Permissions

Logo

Settings

Templates

Templates
Add

Customize messages to send to applicants when the status of a position or application changes. Templates can be used at this and any unit below. You will have the opportunity to edit and confirm messages before sending them.

Search by subject or unit name

Subject	Created at	Actions
Interview invitation	Demo University	
Invitation for Interview	Department of Geriatric Nursing	

EEO Statement:

From the "EEO Statement" tab, administrative users can create, edit, and set the EEO statement for positions created in a unit.

See here for more information on [managing EEO statements.](#)

Demo University >

Administration

Settings for:

Demo University

Statuses

Messages Templates

EEO Information

Application Forms

Permissions

Logo

Settings

EEO Information

EEO Statement

Actions

The EEO statement provides standard language about your institutions EEO policy and is used for positions created at your institution.

☒ Enable EEO statement changes
☐ Disable EEO statement changes

Current EEO Statement

Demo University shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

EEO Forms

Add

Application Forms:

From the "Application Forms" tab, Administrators can create application forms to collect information from applicants. Administrators can also create EEO forms and designate forms as default for a unit.

💡 See here for more information on [creating application forms](#), and [EEO forms](#).

Statuses

Messages Templates

EEO Information

Application Forms

Permissions

Logo

Settings

Application Forms

Application Forms + Add

Search by form or unit name

Form Name ^	Created at ↕		
Additional Information	Department of Geriatric Nursing	Required	
Another test form	Demo University		
EEO	College of Arts and Sciences	Required	
Test	Demo University	Required	

Permissions:

From the "Permission" tab, Administrators can set whether or not reviewers can comment and assign tags to applications. Administrators can require approval for new positions, set who to notify when a position changes, and set the sender name and "reply-to" address for email messages.

See here for more information on [requiring approval to post new positions.](#)

The screenshot shows the 'Permissions' settings page. On the left is a sidebar with navigation links: 'Statuses', 'Messages Templates', 'EEO Information', 'Application Forms', 'Permissions' (highlighted with a right-pointing arrow), 'Logo', and 'Settings'. The main content area is titled 'Permissions' and contains three sections: 'Comments', 'Tags', and 'Position Approval'. Each section has a descriptive paragraph and two radio button options.

Permissions

Comments

Comments enable reviewers to make observations on applications and are visible to all reviewers for that position. Blind review can be turned on for specific positions to prevent reviewers from seeing each other's comments.

☒ Comments Enabled ☐ Comments Disabled

Tags

Tags are bits of text that can be added to an applicant's record to help sort, categorize, and quickly identify applications. To learn more, read about how to [Use Tags to Mark and Sort Applications](#).

☒ Tags Enabled ☐ Tags Disabled


Position Approval

Position approval requires an administrator at your institution to approve positions created at your institution. To learn more, read about how to [Require Approval to Post New Positions](#).

☒ Position Approval Required ☐ Position Approval Not Required

Logo:

From the "Logo" tab, administrative users can upload and change the logo that will display on positions created by a unit or set the logo for a particular position.

 See here for more information on [add a logo to the landing page of a position](#).

Demo University >

Administration

Settings for:

Demo University

Statuses

Messages Templates

EEO Information

Application Forms

Permissions

Logo

Settings

Logo

Logo

Change

This logo will be displayed on any position published by this unit. For best results, use a logo with a white or transparent background, maximum file size of 20KB, and in one of the following formats: PNG, JPEG, JPG or GIF.

Settings

The Settings page allows an institution to create and use a public positions list.

Statuses

Messages Templates

EEO Information

Application Forms

Permissions

Logo

Settings

Settings

Public Position List

Interfolio provides a public link to a list of all the published positions available at your institution. You can use this link to advertise the positions available on your institutional website or other places where you provide a list of available positions.

List Name

Demo University Open Positions

Edit

URL

<https://apply-alpha.interfolio.com/10207/positions>

Copy URL

Equal Employment Opportunity Statement

This page displays the EEO statement for your institution.
[Manage EEO Statement](#)


Demo University shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

Set the Open Date of Your Search, Publish Your Position, and Start Accepting Applications

Once you've created and reviewed your Interfolio Faculty Search position, the position URL that advertises your search will be published automatically when your position reaches its "Open" date. The article below explains the rules around publishing a position, how to publish your "Apply Now" page, and how to retrieve the link for that page so you can start advertising your position.

Your unique landing page

While entering all the information and requirements for your position, you are also creating a unique landing page that announces your search, and which applicants will use to apply for your opportunity. The landing page includes details and application instructions, and provides applicants with a free Interfolio Dossier & Portfolio account, which they will need to apply.

interfolioScott Harris ▾

Assistant Professor of Landscape Architecture

Demo University: Department of Architectural History

Location	Open Date	Deadline
Washington, D.C.	Sep 1, 2015	Aug 16, 2018 at 11:59 PM Eastern Time

Description
The Department of Landscape Architecture at the College of Interfolio seeks an individual to fill a vacancy at the fulltime academic (9.5 month), tenure-track level. Appointment will be at the rank of Assistant Professor; the position will commence in August 2015. The Department consists of graduate programs in landscape architecture, city planning, as well as architecture and works collaboratively with students to tie the existing urban environment to the everexpanding definition of landscape architecture.


Application Instructions
Applications will only be accepted through Interfolio. An Interfolio account will automatically be created for you. Please be sure all information is entered completely and accurately (especially names and email addresses). All uploaded files must be in Adobe PDF format. Files in another electronic format (e.g., MS Word) should be saved or "printed to" PDF format before uploading.

Qualifications
Master of Landscape Architecture degree or Bachelor of Landscape Architecture with a terminal

Administratively set logo will be placed here.

Application Process
This institution is using Interfolio's Faculty Search to conduct this search. Applicants to this position receive a free Dossier account and can send all application materials, including confidential letters of recommendation, free of charge.

[Apply Now](#)

Powered by interfolio

You generally set the open date while creating your position, but you can also edit the date if necessary

Associate Professor of Orthodontic Dentistry
Review Position

THIS POSITION IS: ?

Closed to new applicants

It opened on Jan 31, 2016. [change](#) [clear](#)

It closed on Jun 24, 2016. [change](#) [clear](#)

🌐 "Apply Now" page is published. [view](#) [change](#)

POSITION STATUS: ?

Accepting Applications

With this status active:

- Applicants can view this status.
- Applicants can update their application materials.
- Evaluators can review applications to this position.

[change](#)

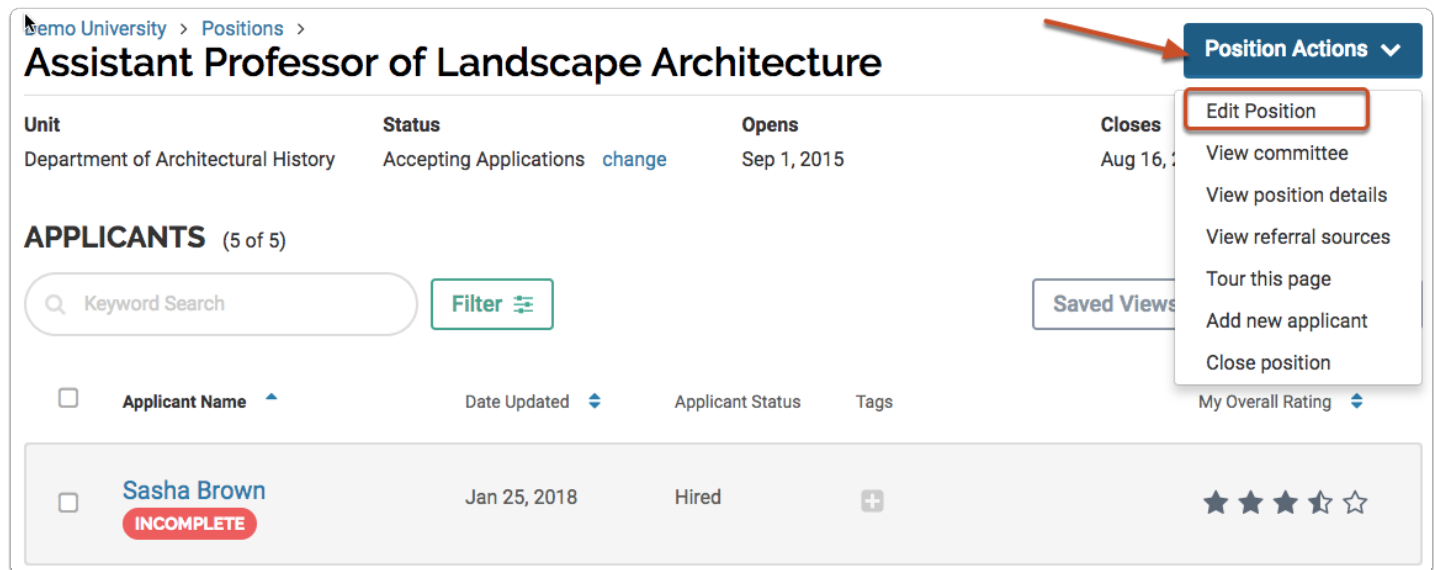
From the Positions page, on the navigation bar, select the relevant

Filter ▾

Sort by Date ▾

NAME	STATUS	TYPE	OPENS	CLOSES	APPLICATIONS	
Associate Professor of Orthodontic Dentistry College of Dentistry	ACCEPTING APPLICATIONS	Faculty	Jan 31, 2016	Jun 24, 2016	2	
Associate Professor of Periodontics College of Dentistry	ACCEPTING APPLICATIONS	Faculty	May 10, 2016	Nov 6, 2016	0	

Click the Position Actions button and then select an Edit Position page



Demo University > Positions >

Assistant Professor of Landscape Architecture

Unit
Department of Architectural History

Status
Accepting Applications [change](#)

Opens
Sep 1, 2015

Closes
Aug 16, 2016

Position Actions ▼

- Edit Position
- View committee
- View position details
- View referral sources
- Tour this page
- Add new applicant
- Close position

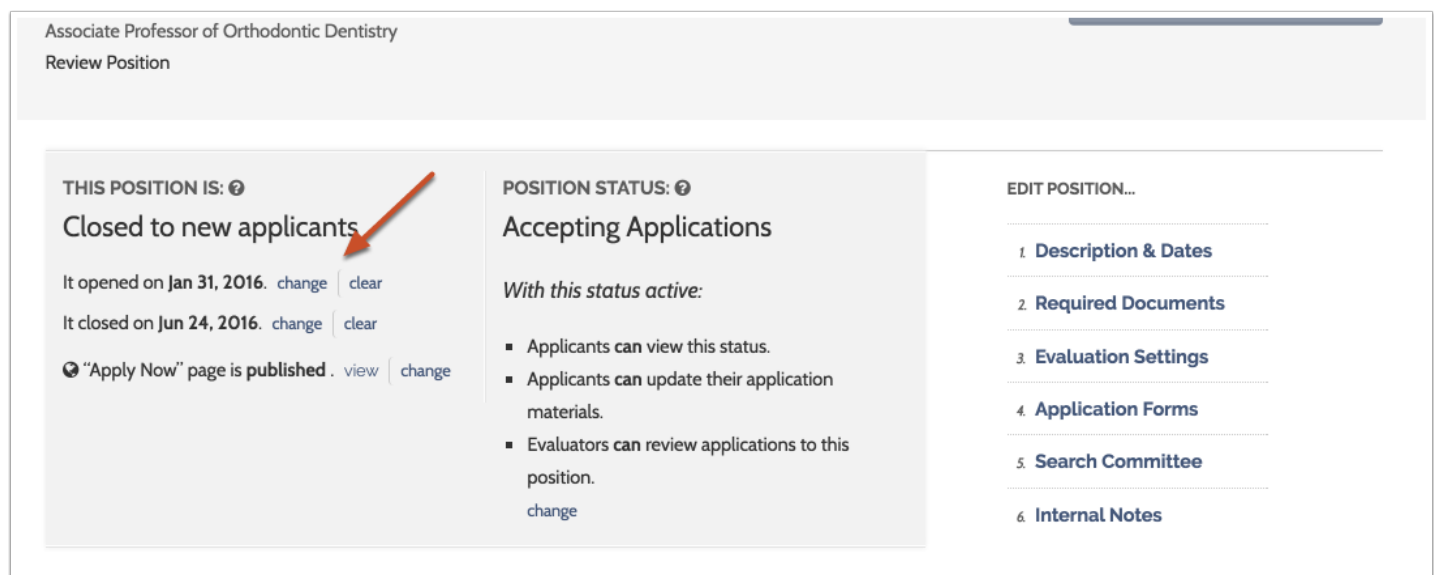
APPLICANTS (5 of 5)

Keyword Search [Filter](#)

[Saved Views](#)

<input type="checkbox"/>	Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input type="checkbox"/>	Sasha Brown INCOMPLETE	Jan 25, 2018	Hired	+	★★★★☆

Click "Change" to make changes to the open and close dates



Associate Professor of Orthodontic Dentistry

Review Position

THIS POSITION IS:

Closed to new applicants

It opened on Jan 31, 2016. [change](#) [clear](#)

It closed on Jun 24, 2016. [change](#) [clear](#)

☑ "Apply Now" page is published. [view](#) [change](#)

POSITION STATUS:

Accepting Applications

With this status active:

- Applicants can view this status.
- Applicants can update their application materials.
- Evaluators can review applications to this position. [change](#)

EDIT POSITION...

- Description & Dates
- Required Documents
- Evaluation Settings
- Application Forms
- Search Committee
- Internal Notes

Click "Change" to either publish or unpublish the web page announcing your position

The screenshot shows the 'Review Position' interface. It is divided into three main sections. The left section, titled 'THIS POSITION IS: ?' and 'Closed to new applicants', shows the position's history: 'It opened on Jan 31, 2016.' with 'change' and 'clear' links, and 'It closed on Jun 24, 2016.' with 'change' and 'clear' links. Below this, it states '“Apply Now” page is published.' with 'view' and 'change' links. An orange arrow points to the 'change' link. The middle section, titled 'POSITION STATUS: ?' and 'Accepting Applications', shows 'With this status active:' followed by a list of permissions: 'Applicants can view this status.', 'Applicants can update their application materials.', and 'Evaluators can review applications to this position.' Each item has a 'change' link. The right section, titled 'EDIT POSITION...', contains a list of settings: '1 Description & Dates', '2 Required Documents', '3 Evaluation Settings', '4 Application Forms', '5 Search Committee', and '6 Internal Notes'.

The URL for your position will be published when the open date arrives

1. The position pictured below is "Open." Note that you can change the open and close dates from the Review Position screen
2. Note that the "Apply Now" page has been published. Click the link to view the page, or click "change" to unpublish it
3. To begin accepting and reviewing applications you will also need to set an initial [position status](#) such as "Accepting Applications" that allows applicants to submit and update applications, and allows Evaluators to review materials

THIS POSITION IS: ?

Open to new applicants

1

It opened on Jun 30, 2016. [change](#) [clear](#)

It will close on Apr 14, 2017. [change](#) [clear](#)

"Apply Now" page is **published**. [view](#) [change](#)

<http://apply-test.interfolio.com/24389>

2

POSITION STATUS: ?

Accepting Applications

3

With this status active:

- Applicants **can** view this status.
- Applicants **can** update their application materials.
- Evaluators **can** review applications to this position.

[change](#)

Click "View" to see your position announcement

THIS POSITION IS: ?

Open to new applicants

It opened on Jun 30, 2016. [change](#) [clear](#)

It will close on Apr 14, 2017. [change](#) [clear](#)

"Apply Now" page is **published**. [view](#) [change](#)

<http://apply-test.interfolio.com/24389>



POSITION STATUS: ?


Accepting Applications

With this status active:

- Applicants **can** view this status.
- Applicants **can** update their application materials.
- Evaluators **can** review applications to this position.

[change](#)

You can preview your announcement and copy the URL

interfolio

Scott Harris ▾

Assistant Professor of Landscape Architecture

Demo University: Department of Architectural History

Location	Open Date	Deadline
Washington, D.C.	Sep 1, 2015	Aug 16, 2018 at 11:59 PM Eastern Time

Description
The Department of Landscape Architecture at the College of Interfolio seeks an individual to fill a vacancy at the fulltime academic (9.5 month), tenure-track level. Appointment will be at the rank of Assistant Professor; the position will commence in August 2015. The Department consists of graduate programs in landscape architecture, city planning, as well as architecture and works collaboratively with students to tie the existing urban environment to the everexpanding definition of landscape architecture.


Application Instructions
Applications will only be accepted through Interfolio. An Interfolio account will automatically be created for you. Please be sure all information is entered completely and accurately (especially names and email addresses). All uploaded files must be in Adobe PDF format. Files in another electronic format (e.g., MS Word) should be saved or "printed to" PDF format before uploading.

Qualifications
Master of Landscape Architecture degree or Bachelor of Landscape Architecture with a terminal

Administratively set logo will be placed here.

Application Process
This institution is using Interfolio's Faculty Search to conduct this search. Applicants to this position receive a free Dossier account and can send all application materials, including confidential letters of recommendation, free of charge.

[Apply Now](#)

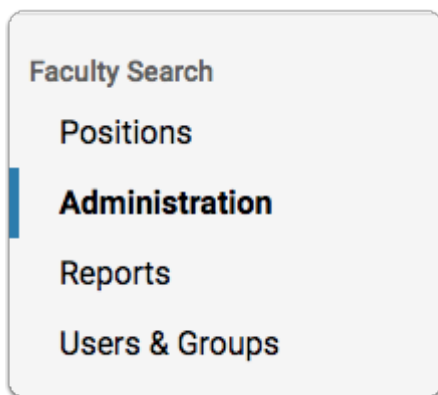
Powered by  interfolio

Assign or Change a Position Status

Administrators and Committee Managers can change the status of a position in ByCommittee Faculty Search from the Applications page or the Review Position screen.

To change position status from the Applications page:

1. From the Navigation bar, select Positions.



2. Click the position title to view the list of applicants

Filter

NAME	STATUS
Associate Professor of Orthodontic Dentistry College of Dentistry	SENDING INVITATIONS FOR CAMPUS VISITS
Associate Professor of Periodontics College of Dentistry	ACCEPTING APPLICATIONS
Associate Professor of Music and Composition Jazz Studies	
Assistant Professor of 20th Century Music Department of Critical and Comparative Studies in Music	ACCEPTING APPLICATIONS

3. Click the Change button for the position's Status field.

Demo University > Positions >

Assistant Professor of Landscape Architecture

Position Actions

Unit

Status

Opens

Closes

Department of Architectural History

Accepting Applications [change](#)

Sep 1, 2015

Aug 16, 2018

APPLICANTS (5 of 5)

Filter

Saved Views

Columns

HIGHEST DEGREE EARNED:

No choices available.

APPLICATION STATUS:

☐ Shortlist
☐ Hired
☐ Interview
☐ Longlist

TAGS:

No choices available.

PROGRESS:

☐ Incomplete

RATINGS:

☒ My Rating ☐ Overall

4. Select a new status from the dropdown menu

Note: Notice the "Close Position" status at the bottom of the list. See here for more information on [closing a ByCommittee search](#).

Demo University > Positions >

Assistant Professor of Landscape Architecture

Position Actions ▼

Unit	Status	Opens	Closes
Department of Architectural History	Accepting Applications change	Sep 1, 2015	Aug 16, 2018

APPLICANTS (5 of 5)

Keyword Search

HIGHEST DEGREE EARNED: No choices available.

APPLICATION STATUS:
☐ Shortlist
☐ Hired

TAGS: No choices available.

PROGRESS:
☐ Incomplete

Saved Views ▼ Columns ▼

5. Confirm and notify applicants

The "Change Status" window reminds you of the permissions associated with the active status and gives you the option to compose and send an email to applicants about the change.

Change Status

Please confirm you wish to change the status of this position to **Interviewing Finalists**.

WITH THIS STATUS ACTIVE:

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

☐ Send a message to all applicants with this change

Confirm **Cancel**

To change position status from Review Position page:

1. Click "change" to open the "Position Status" window

ByCommittee – Positions

Associate Professor of Orthodontic Dentistry
Review Position

THIS POSITION IS: ⓘ

Open to new applicants

It opened on Jan 31, 2016. [change](#) | [clear](#)

It will close on Jun 30, 2016. [change](#) | [clear](#)

🌐 “Apply Now” page is published. [view](#) | [change](#)


POSITION STATUS: ⓘ

Interviewing Finalists

With this status active:

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

[change](#)



2. Apply an existing status or create a new one

Position Status

change ▼

☐


 Applicants can view this status when it is active.

☐

 Applicants can update their application materials while this status is active

☒

 Evaluators can review applications while this status is active.

 Save

Cancel

Publish and Find the URL For Your Position

In the process of creating a position in Interfolio Faculty Search, you are also creating an "Apply Now" landing page that will announce your opening online. You can copy the unique URL of this landing page and use it wherever you want to post your position.

Make sure your the "Apply Now" page for your position has been published

Once the open date of your position arrives, the "Apply Now" page will be published automatically. You may also publish the "Apply Now" page manually when editing a position.

[Demo University](#) > [Positions](#) > [Assistant Professor of Landscape Architecture](#) >
Review Position

THIS POSITION IS:
Open to new applicants
It opened on **Sep 1, 2015**. [change](#) [clear](#)
It will close on **Aug 16, 2018**. [change](#) [clear](#)
"Apply Now" page is **published**. [view](#) [change](#)
<http://apply-alpha.interfolio.com/22946>

POSITION STATUS:
Accepting Applications
With this status active:

- Applicants **can** view this status.
- Applicants **can** update their application materials.
- Evaluators **can** review applications to this position.
[change](#)

EDIT POSITION...

- [Description & Dates](#)
- [Required Documents](#)
- [Evaluation Settings](#)
- [Application Forms](#)
- [Search Committee](#)
- [Internal Notes](#)

The URL of your "Apply Now" page will appear on the Review Position page

Demo University > Positions > Assistant Professor of Landscape Architecture >

Review Position

THIS POSITION IS: ⓘ

Open to new applicants

It opened on **Sep 1, 2015**. [change](#) [clear](#)

It will close on **Aug 16, 2018**. [change](#) [clear](#)

"Apply Now" page is **published**. [view](#) [change](#)

🌐 <http://apply-alpha.interfolio.com/22946>

POSITION STATUS: ⓘ

Accepting Applications

With this status active:

- Applicants **can** view this status.
- Applicants **can** update their application materials.
- Evaluators **can** review applications to this position.

[change](#)

EDIT POSITION...

1. [Description & Dates](#)
2. [Required Documents](#)
3. [Evaluation Settings](#)
4. [Application Forms](#)
5. [Search Committee](#)
6. [Internal Notes](#)

Copy and paste this URL anywhere you want to announce your position

THIS POSITION IS: ⓘ

Open to new applicants

It opened on **Jun 30, 2016**. [change](#) [clear](#)

It will close on **Apr 14, 2017**. [change](#) [clear](#)

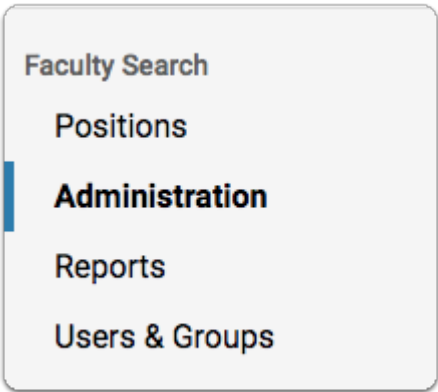
"Apply Now" page is **published**. [view](#) [change](#)

🌐 <http://apply-test.interfolio.com/24389>

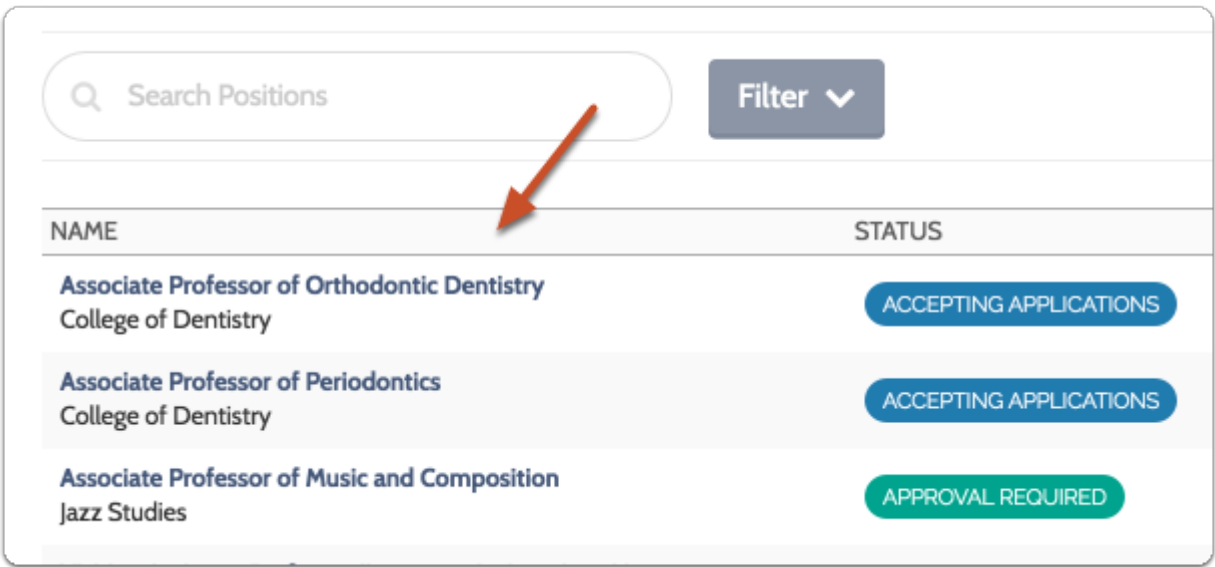
Edit an Existing Position

Committee Managers and Administrators can edit position settings and information from the Review Position screen in Interfolio Faculty Search.

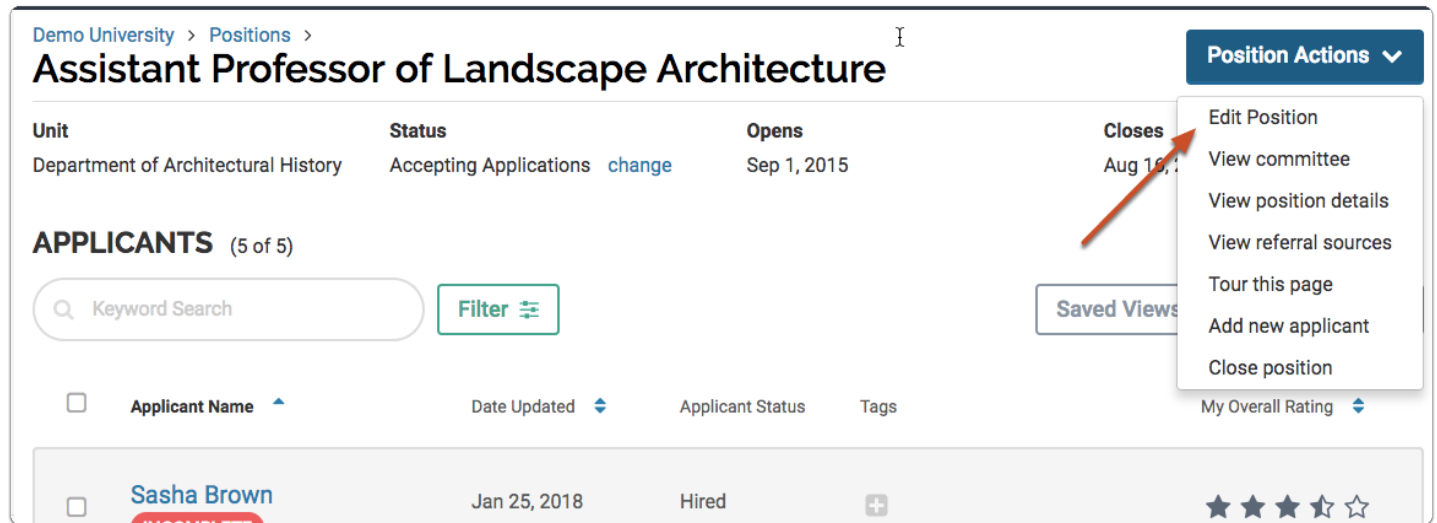
Select the Positions option from the Navigation bar



Select the position to edit



Click the Positions Actions button and select Edit Position



Demo University > Positions >

Assistant Professor of Landscape Architecture

Unit
Department of Architectural History

Status
Accepting Applications [change](#)

Opens
Sep 1, 2015

Closes
Aug 15, 2016

Position Actions ▼

- Edit Position
- View committee
- View position details
- View referral sources
- Tour this page
- Add new applicant
- Close position

APPLICANTS (5 of 5)

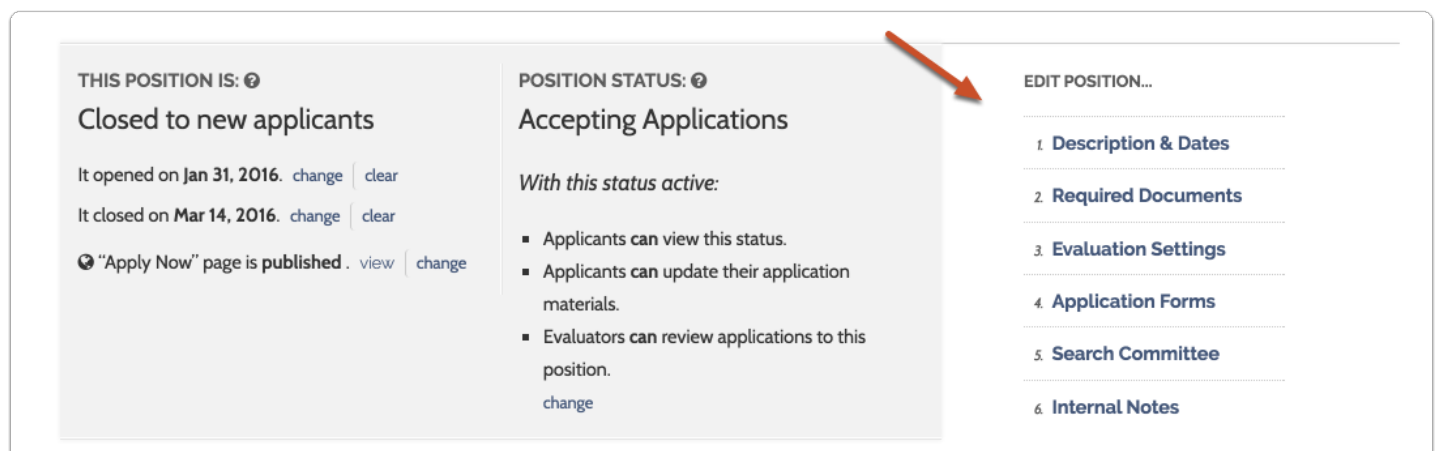
Keyword Search [Filter](#)

☐ Applicant Name [▲](#) ☐ Date Updated [▲](#) ☐ Applicant Status ☐ Tags ☐ My Overall Rating [▲](#)

☐ [Sasha Brown](#) Jan 25, 2018 Hired [+](#) ★★☆☆☆

Select a step to edit from the sidebar

Click the name of any of the six steps listed in the "Edit Position..." sidebar to edit information and settings for the position.



THIS POSITION IS: [?](#)

Closed to new applicants

It opened on Jan 31, 2016. [change](#) [clear](#)

It closed on Mar 14, 2016. [change](#) [clear](#)

🔒 "Apply Now" page is published. [view](#) [change](#)

POSITION STATUS: [?](#)

Accepting Applications

With this status active:

- Applicants can view this status.
- Applicants can update their application materials.
- Evaluators can review applications to this position. [change](#)

EDIT POSITION...

- 1 Description & Dates
- 2 Required Documents
- 3 Evaluation Settings
- 4 Application Forms
- 5 Search Committee
- 6 Internal Notes

Other edits possible from the Review Position page

From the Review Position page you can edit all of the information and settings established when creating the position:

1. Set the open and close dates of the position
2. Click "view" to see published landing page for the position. Click "change" to unpublish landing page.

3. Click "change" to set status of a position and select associated permissions (e.g., allow Evaluators to review applications, allow applicants to update applications and/or view status).

Note: While some areas are easy to change at any time, such as the members of the committee, we recommend exercising caution when editing other areas, particularly the required documents and application forms. Changes to required documents and forms initiated after the position opens may result in issues with the complete/incomplete status of individual applications.

ByCommittee – Positions

Associate Professor of Orthodontic Dentistry
Review Position

THIS POSITION IS: ⓘ

Open to new applicants

It opened on Jan 31, 2016. [change](#) | [clear](#)

It will close on Jun 24, 2016. [change](#) | [clear](#)

🔒 "Apply Now" page is published. [view](#) | [change](#)

POSITION STATUS: ⓘ

Accepting Applications

With this status active:

- Applicants can view this status.
- Applicants can update their application materials.
- Evaluators can review applications to this position.

[change](#)

Close a Position (Archive) and Indicate an Outcome

A Interfolio Faculty Search position is either "Open," meaning the position is accepting new applications, or "Closed," meaning no new applications are being accepted.

Committee Managers and Administrators [can close a position when applications are no longer being considered, either because a hire has been made or for some other reason.](#)

[When closing a position, Committee Managers or Administrators are asked to indicate which applicants were selected to fill the position, and if no applicants were selected, can leave an optional note to document why no selection was made. The user is also asked to set a final closed status for the position and has the option to send a message to all applicants based on the status they have chosen.](#)

[In addition, Administrators can run reports that clearly document who was hired for every search in the system. For more information see this article on \[how to run a report on hired applicants\]\(#\).](#)

[This article explains how to close a position and document the outcome of the search.](#)

Note: The open and close dates for a position represent the date range within which new applicants can apply. If a position is reopened, new open and close dates will need to be set from the Review Position screen as explained below.



[If you want to reopen a position, see our available guide.](#)

Select the position you want to close from the list of positions, available from the navigation bar.

Search Positions

Filter

Sort by Date

NAME	STATUS	TYPE	OPENS	CLOSES	APPLICATIONS
Associate Professor of Orthodontic Dentistry College of Dentistry	ACCEPTING APPLICATIONS	Faculty	Jan 31, 2016	Jun 24, 2016	3
Associate Professor of Periodontics College of Dentistry	ACCEPTING APPLICATIONS	Faculty	May 10, 2016	Nov 6, 2016	0

The current position status is displayed at the top of the screen.

Demo University > Positions >

Assistant Professor of Landscape Architecture

Position Actions

Unit	Status	Opens	Closes
Department of Architectural History	Position Closed change	Sep 1, 2015	Aug 16, 2018

APPLICANTS (5 of 5)

Keyword Search

Filter

Saved Views

Columns

<input type="checkbox"/> Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input type="checkbox"/> Sasha Brown INCOMPLETE	Jan 25, 2018	Hired	+	★★★★☆
<input type="checkbox"/> Jane Doe INCOMPLETE	Nov 11, 2015	Shortlist	+	☆☆☆☆☆

Click the change button to view a list of available statuses and choose Close

Demo University > Positions >

Assistant Professor of Landscape Architecture

Position Actions

Unit

Status

Opens

Closes

Department of Architectural History

Accepting Applications

change

Sep 1, 2015

Aug 16, 2018

APPLICANTS (5 of 5)

Keyword Search

Reviewing Applications

Interviewing Finalists

Position Closed

Saved Views

Columns

<input type="checkbox"/>	Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input type="checkbox"/>	Sasha Brown INCOMPLETE	Jan 25, 2018	Hired	+	★★★★☆
<input type="checkbox"/>	Jane Doe INCOMPLETE	Nov 11, 2015	Shortlist	+	☆☆☆☆☆

Indicate whether or not an applicant was selected to fill the position

CLOSING POSITION FOR:

Associate Professor of Orthodontic Dentistry

STEP 1: SELECT APPLICANT

STEP 2: COMPLETE THE SEARCH

Was an applicant selected?

☒ Yes ☐ No

Select Applicants

Search for the selected applicant(s) below. You must select at least one applicant to continue.

Search Applicant(s)

Continue Cancel

If no applicant was selected, you can leave an optional note to document why no selection was made

CLOSING POSITION FOR:
Associate Professor of Orthodontic Dentistry

STEP 1: SELECT APPLICANT

STEP 2: COMPLETE THE SEARCH

Was an applicant selected?

☐ Yes ☒ No

Notes
You may leave an optional note here to document why no selection was made.

✓ Continue

Cancel

If an applicants was selected, type the name in the search bar and click "Add" when it appears

CLOSING POSITION FOR:

Associate Professor of Orthodontic Dentistry

STEP 1: SELECT APPLICANT

STEP 2: COMPLETE THE SEARCH

Was an applicant selected?

☒ Yes ☐ No

Select Applicants

Search for the selected applicant(s) below. You must select at least one applicant to continue.

m

Clear

APPLICANT NAME	EMAIL ADDRESS	
Eric Beamer	ebeamer@demo.edu	+ Add
James Grimm	jgrimm@demo.edu	+ Add
Marvin Butler	mb@demo.edu	+ Add

Click "Continue" when all of the applicants selected to fill the position have been added to the list

CLOSING POSITION FOR:
Associate Professor of Orthodontic Dentistry

STEP 1: SELECT APPLICANT

STEP 2: COMPLETE THE SEARCH

Was an applicant selected?
☒ Yes ☐ No

Select Applicants
Search for the selected applicant(s) below. You must select at least one applicant to continue.

Eric Beamer

ebeamer@demo.edu

✕ Remove

+ Add Another Applicant

✓ Continue

Cancel

Select a position status or add a custom position status to complete the search

The position status is a label that indicates where a search is in the process and allows you to set rules for what Evaluators and applicants can do when that particular status is active. See [here](#) for more information on [Position Statuses](#).

Select an existing position status from the dropdown list

CLOSING POSITION FOR:
Associate Professor of Orthodontic Dentistry


STEP 1: SELECT APPLICANT STEP 2: COMPLETE THE SEARCH

Position Status

Interviewing Finalists

Sending Invitations for Campus Visits
Accepting Applications
Reviewing Applications
Interviewing Finalists
Position Closed

[Add Custom Status](#)



-or- Add a new custom status and click "Finish"

CLOSING POSITION FOR:
Associate Professor of Orthodontic Dentistry

STEP 1: SELECT APPLICANT STEP 2: COMPLETE THE SEARCH

Position Status

Add Custom Status



Hire Made

- Applicants **cannot** view this status.
- Applicants **cannot** update their application materials.

Message

☐ Send a message to all applicants with this change

[Finish](#) [Cancel](#)



If you have to add a custom status you will need to set permissions linked to the new status

Whether you use a custom status or create a new one, you can set whether or not applicants can view the status, update their application materials, and whether or not evaluators can review applications while the status is active.

CLOSING POSITION FOR:
Lecturer, Architectural History

STEP 1: SELECT APPLICANT

STEP 2: COMPLETE THE SEARCH

POSITION STATUS *

Position Closed

☐ Applicants can view this status when it is active.

☐ Applicants can update their application materials while this status is active.

☒ Evaluators can review applications while this status is active.

You can elect to send a message to applicants notifying them of the change in status

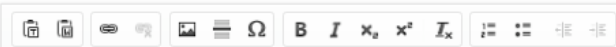
Click "Preview" to see how the message will appear in the inbox of applicants. Click "Finish" when you are ready.


Message
☒ Send a message to all applicants with this change


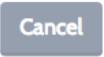
Subject *

Message Subject

Body



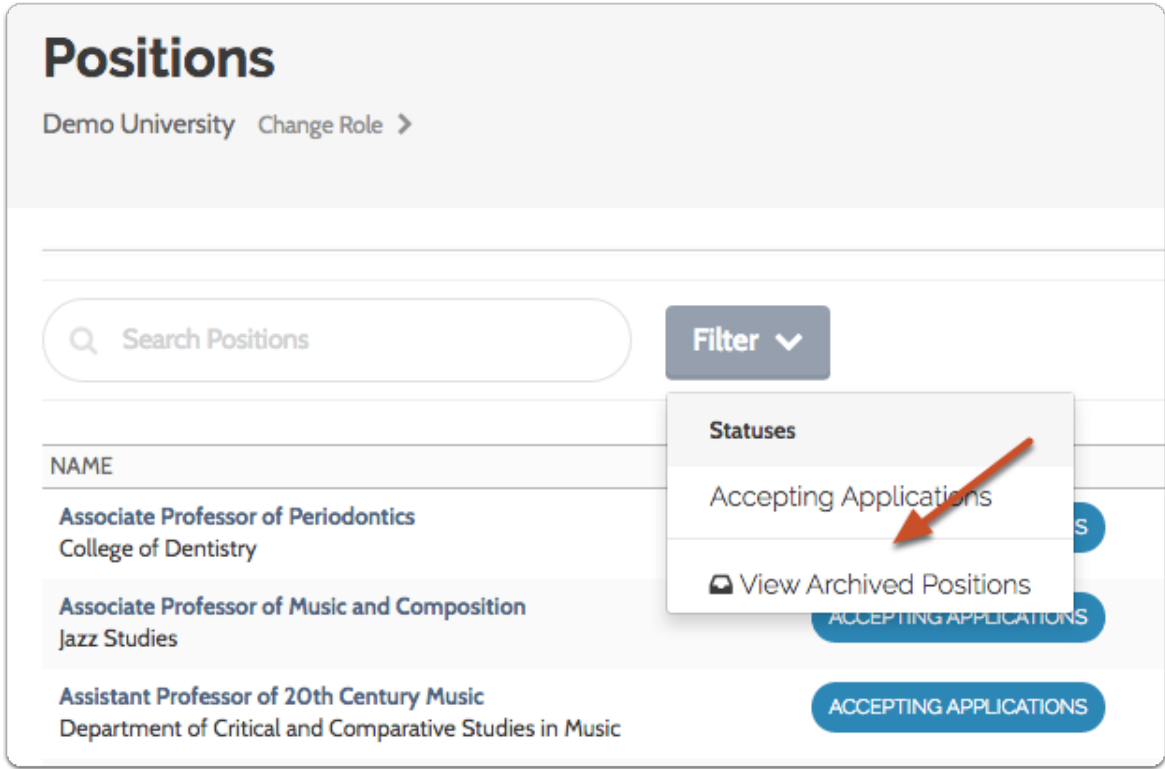


The position is now closed

 **Note:** The landing page of the closed position will be unpublished and no longer accessible to applicants.

The position will no longer appear in the list of active cases but will appear in the list of closed (archived) positions viewable by filtering the list of positions



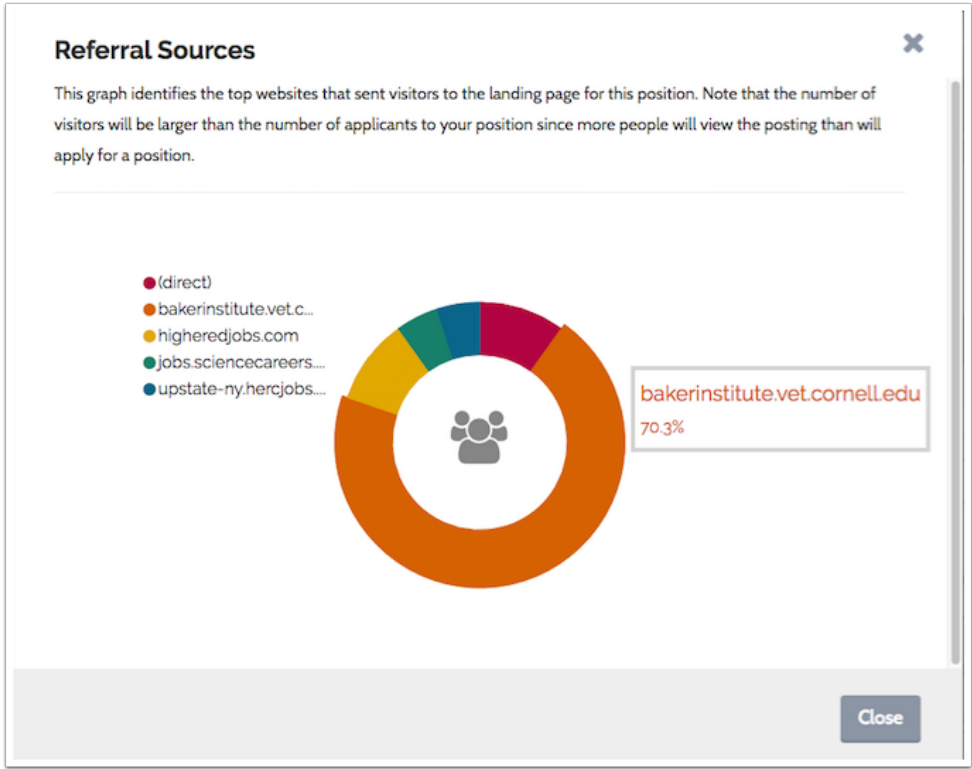
To reopen the position, select it from the list of closed positions

[If you want to reopen a position, see our available guide.](#)

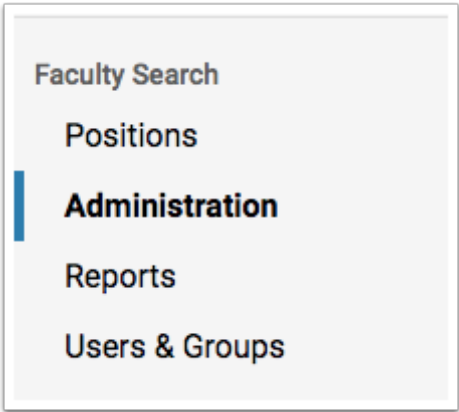
View Referral Sources to See Where People are Finding Your Position

Administrative users can get an idea of where people are finding a position by viewing a graph of the top websites sending visitors to the landing page of a position.

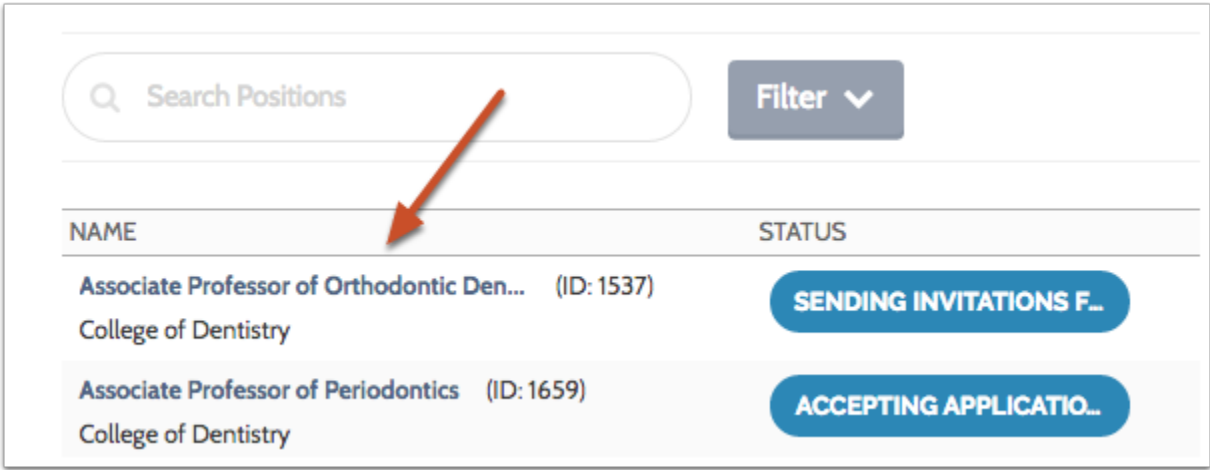
! Note that the number of visitors will be larger than the number of applicants to your position because more people will view the posting than will apply for a position.



Click the Positions option from the navigation bar on the left.



Select the position to track



Click the Position Actions button and then click View referral sources

Demo University > Positions >

Assistant Professor of Landscape Architecture

Unit

Department of Architectural History

Status

Accepting Applications

change

Opens

Sep 1, 2015

Closes

Aug 16, 2015

Position Actions

Edit Position

View committee

View position details

View referral sources

Tour this page

Add new applicant

Close position

My Overall Rating

APPLICANTS

(5 of 5)

Keyword Search

Filter

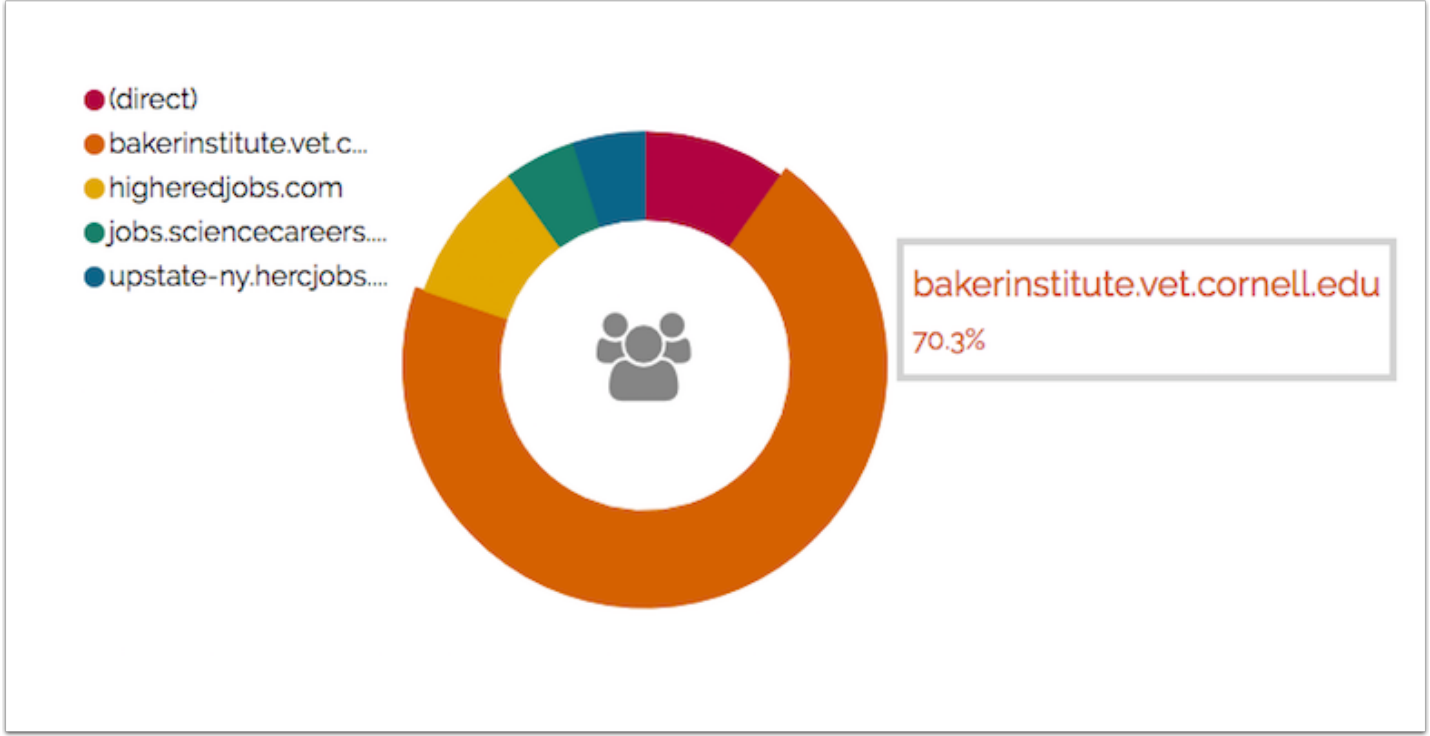
Applicant Name

Date Updated

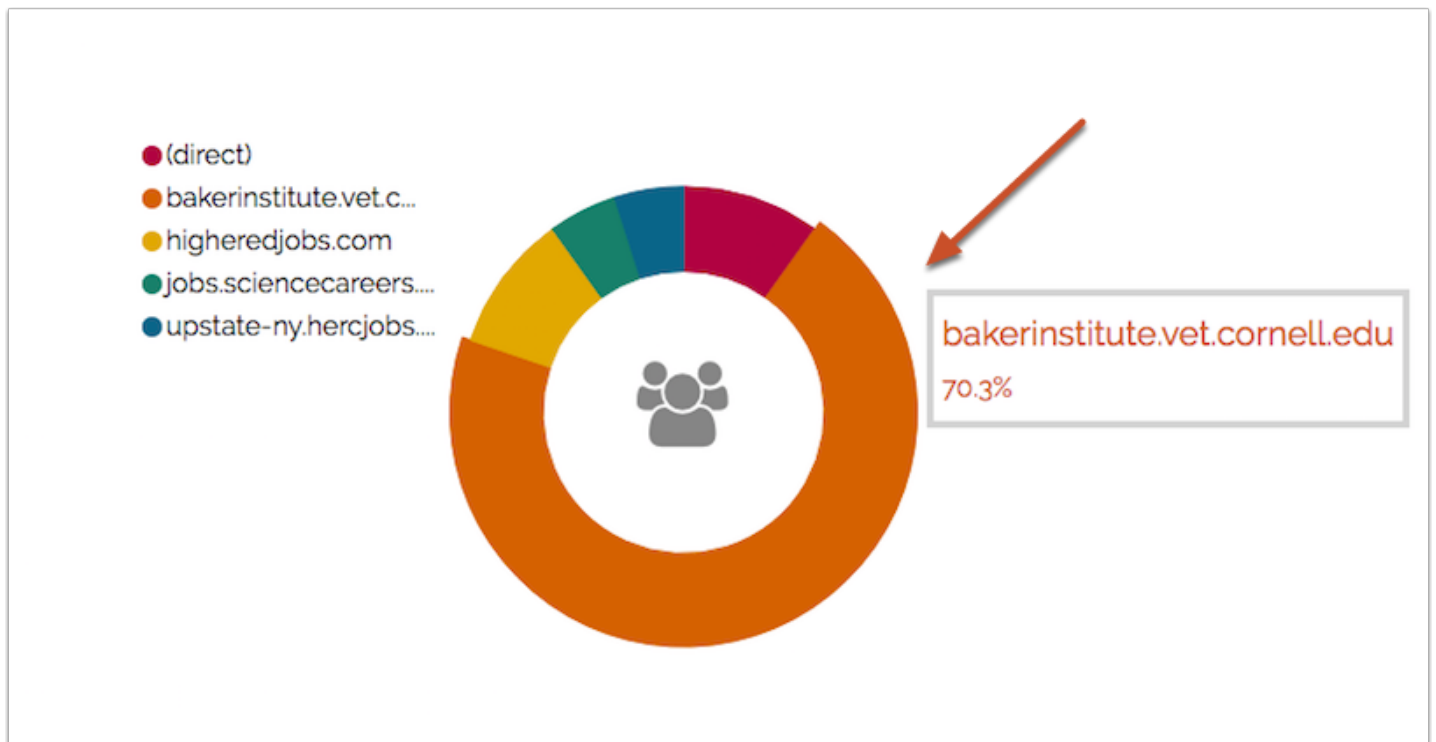
Applicant Status

Tags

The top referring websites are represented in a color coded circle graph



Click a section of the graph to see the percentage of visitors sent to your position by the source



Statuses

Position and Application Statuses

Position and Application Statuses are tags you can use to mark the stages of a search and track the progression of an applicant. Statuses are useful for sorting positions or applications, and can be a very effective tool for managing search processes that involve several steps.

Statuses in Interfolio Faculty Search can also be tied to settings in the product that control the levels of access Evaluators and applicants have to materials. For example, depending on your settings, statuses can be used to determine when applicants can submit materials or when Evaluators can review applications.

Position Statuses

Position statuses indicate where a position is within the search process. Some common position statuses are "Accepting Applications," and "Reviewing Applications." These statuses are useful for viewing or sorting a list of open positions.

In addition, each position status can carry its own set of rules that impact permissions in the program. When creating a position status, you have the option of choosing whether:

1. Evaluators can review applications while this status is active
2. Applicants can update their application materials while this status is active
3. Applicants can see this status when it is active.

So, for example, when changing a status from "Accepting Applications" to "Reviewing Applications," you can set the program so that Evaluators can review application materials, but applicants can no longer submit or update application materials.

Application Statuses

Application statuses are applied to individual applicants to indicate where their application is within the search process; for instance, you might use "Rejected," "Longlist," or "Shortlist" as possible application statuses. This feature is particularly useful for sorting applicants and controlling when subsets of applicants can and cannot update their applications.

When creating an application status, you can control whether:

1. Applicants can update their application materials while this status is active.
2. Applicants can see this status.

If a search process requires applicants to add additional documents at a later time, application statuses are the best way to accomplish that process. For instance, you might want to see

another letter of recommendation just from the top candidates halfway through your search. By creating a "Shortlist" application status, you can allow just those applicants to submit more materials. Application statuses are also beneficial because they help organize and narrow down large lists of applicants.

Useful Articles for Getting Started

[Create a Position Status](#)

[Assign or Change a Position Status](#)

[Create an Application Status](#)

[Assign or Change an Application Status](#)


Create and Manage Position Statuses

If permissions allow, Committee Managers and Administrators can create position statuses, such as "Accepting Applications," or "Under Review," to mark the current state of a position review.

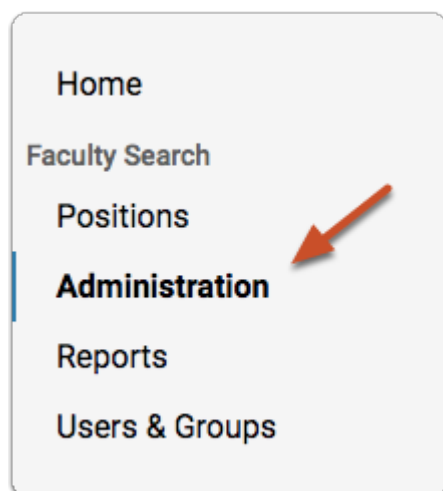
Position statuses are created on the "Administration" page of a unit in Faculty Search.

When creating statuses, you have the option to enable or disable position status creation for all administrative units below the unit you are editing. You also have the option of making the position statuses you create available for units below the unit you are currently editing.

Finally, Administrators can choose to send the entire set of position statuses down to administrative units that are lower in the hierarchy.

 Note that the option to create statuses may appear as "locked" if an Administrator from a higher unit has disabled position status creation.

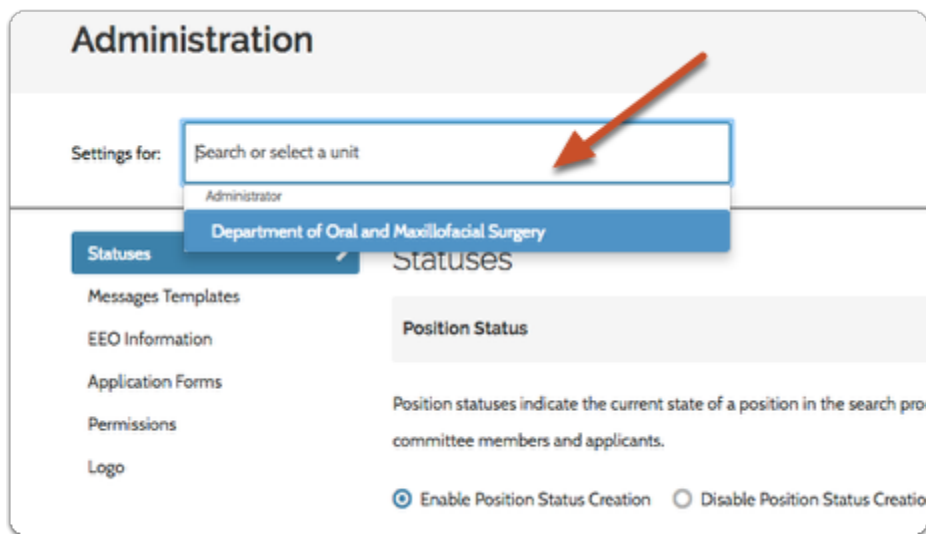
1. On the navigation bar select the Administrar option



2. Make sure you are editing settings for the correct unit

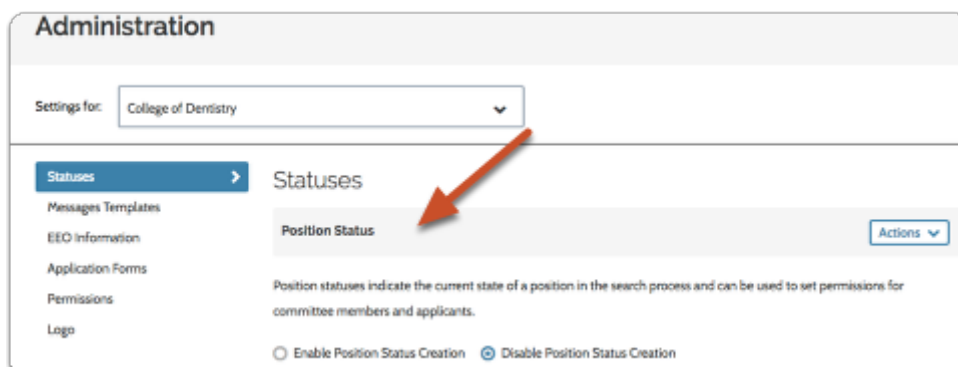
- i** The settings you make on this page apply to the unit displayed at the top left of the page. Click the drop down menu to select another unit.

The changes you make here will apply to the current administrative unit, but you can also disable the creation of application statuses for lower units, and send application statuses or the set of application statuses down to lower units.



The screenshot shows the 'Administration' page. At the top, there is a 'Settings for:' label followed by a dropdown menu. The dropdown menu is open, showing a search bar with the text 'Search or select a unit' and a list of units. The unit 'Department of Oral and Maxillofacial Surgery' is selected and highlighted in blue. A red arrow points to the dropdown menu. Below the dropdown menu, there is a sidebar with a list of navigation items: 'Statuses', 'Messages Templates', 'EEO Information', 'Application Forms', 'Permissions', and 'Logo'. The 'Statuses' item is highlighted in blue. The main content area is titled 'Statuses' and contains a section titled 'Position Status'. Below this section, there are two radio buttons: 'Enable Position Status Creation' (which is selected) and 'Disable Position Status Creation'.

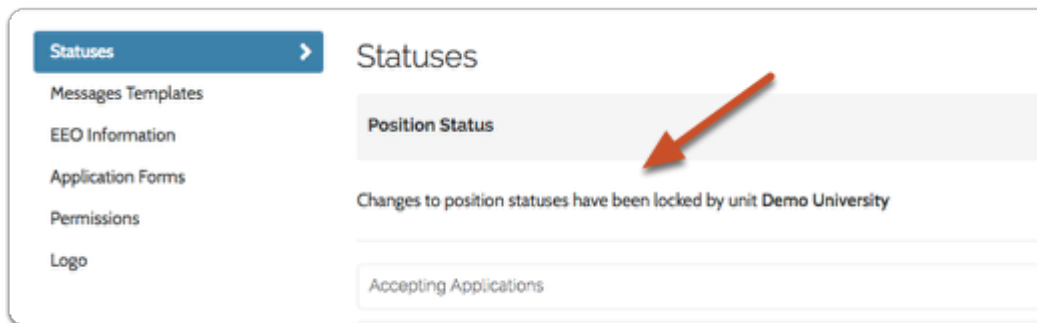
3. On the "Statuses" tab, look for the "Position Status" section at the top of the page




The screenshot shows the 'Administration' page. At the top, there is a 'Settings for:' label followed by a dropdown menu. The dropdown menu is open, showing a search bar with the text 'Search or select a unit' and a list of units. The unit 'College of Dentistry' is selected and highlighted in blue. A red arrow points to the dropdown menu. Below the dropdown menu, there is a sidebar with a list of navigation items: 'Statuses', 'Messages Templates', 'EEO Information', 'Application Forms', 'Permissions', and 'Logo'. The 'Statuses' item is highlighted in blue. The main content area is titled 'Statuses' and contains a section titled 'Position Status'. Below this section, there are two radio buttons: 'Enable Position Status Creation' (which is selected) and 'Disable Position Status Creation'.

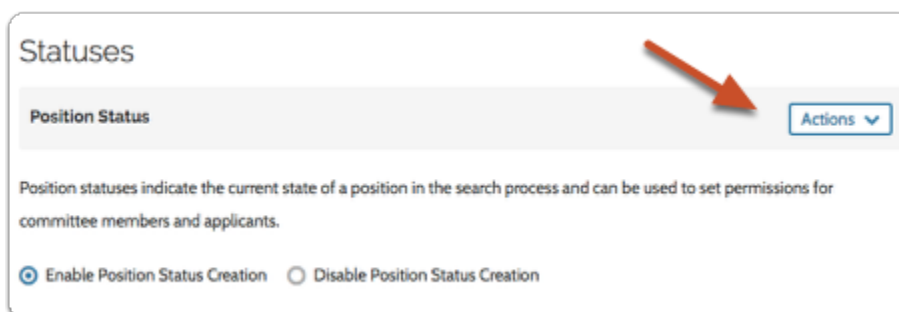


If position status is disabled, you will see a notice that changes to position statuses have been locked by a higher unit, as shown below:



4. Click "Actions"

 The "Actions" menu and the option to enable or disable position status creation will not appear if an Administrator of a higher administrative unit has disabled position status creation.

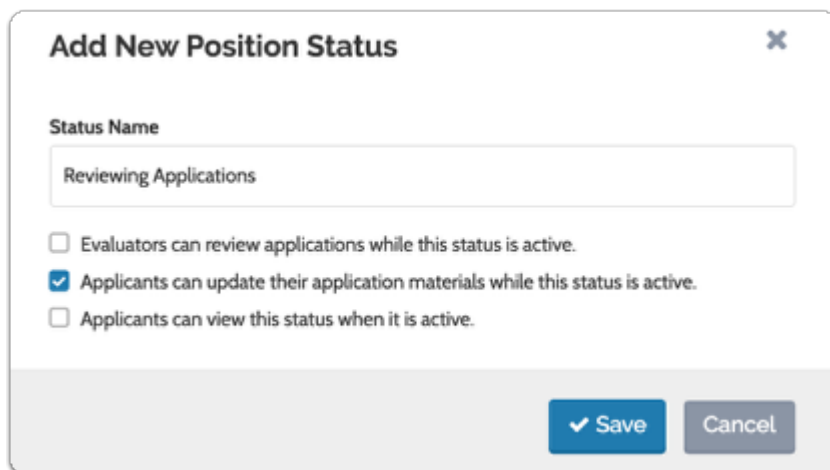


5. Select "Add new status"



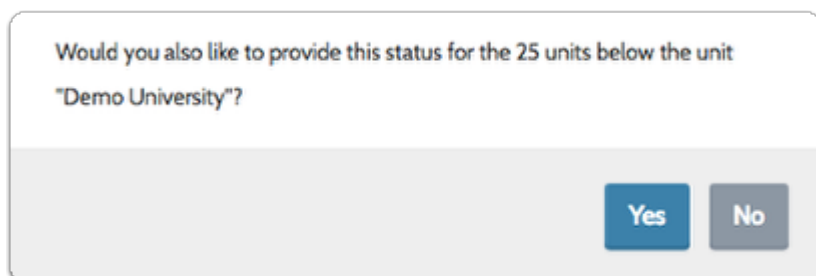
6. Enter the status name and indicate the permissions associated with the status

Set permissions by indicating whether Evaluators can review applications, applicants can update materials, and applicants can view the status when it is applied to a position. Click "Save" to apply the changes.



The dialog box is titled "Add New Position Status" with a close button (X) in the top right corner. It contains a text input field for "Status Name" with the value "Reviewing Applications". Below this are three checkboxes: "Evaluators can review applications while this status is active." (unchecked), "Applicants can update their application materials while this status is active." (checked), and "Applicants can view this status when it is active." (unchecked). At the bottom right are two buttons: "Save" (with a checkmark icon) and "Cancel".

7. Once you have created a status you will have the option to send that status down to lower administrative units



The dialog box contains the text: "Would you also like to provide this status for the 25 units below the unit 'Demo University'?". At the bottom right are two buttons: "Yes" and "No".

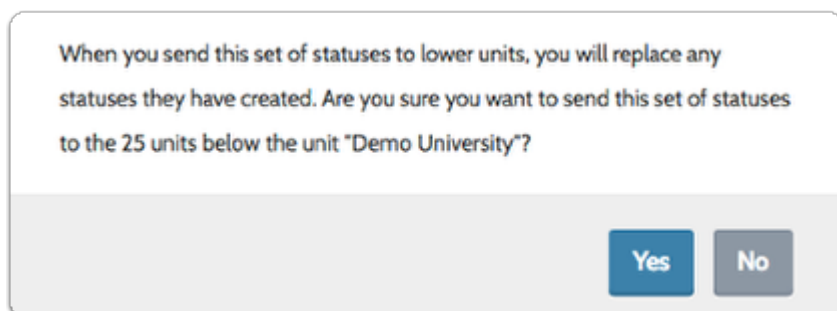
To send the entire set of position statuses down to lower units:

! When you send the new set of statuses to lower units, you will replace any statuses they have created.

Click "Action" and select "Send statuses to lower units"



Confirm that you want to replace any statuses the lower units have created



To enable or disable position status creation for lower administrative units:

Click to disable or enable status creation

When disabled, units below cannot create, edit or delete statuses, but you can still create and edit statuses for the current unit.

Statuses

Position Status

Actions

Position statuses indicate the current state of a position in the search process and can be used to set permissions for committee members and applicants.

☐ Enable Position Status Creation ☒ Disable Position Status Creation

Accepting Applications

To edit existing position statuses:

1. Click the edit pencil next to the status

Statuses

Position Status

Actions

Position statuses indicate the current state of a position in the search process and can be used to set permissions for committee members and applicants.

☒ Enable Position Status Creation ☐ Disable Position Status Creation

Accepting Applications	<div></div>
Reviewing Applications	<div></div>
Interviewing Finalists	<div></div>
Position Closed	<div></div>

2. Make your edits and click "Save"

Edit Status

✕

Accepting Applications

☒ Applicants can view this status when it is active.

☒ Applicants can update their application materials while this status is active

☒ Evaluators can review applications while this status is active.

✓ Save

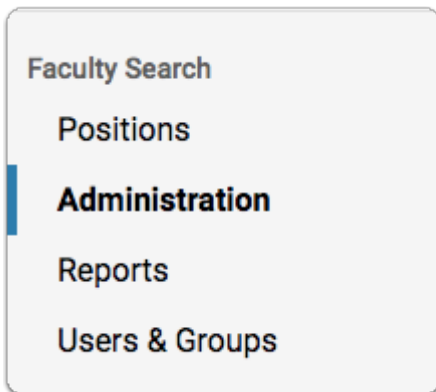
Cancel

Assign or Change a Position Status

Administrators and Committee Managers can change the status of a position in ByCommittee Faculty Search from the Applications page or the Review Position screen.

To change position status from the Applications page:

1. From the Navigation bar, select Positions.



2. Click the position title to view the list of applicants

Filter

NAME	STATUS
Associate Professor of Orthodontic Dentistry College of Dentistry	SENDING INVITATIONS FOR CAMPUS VISITS
Associate Professor of Periodontics College of Dentistry	ACCEPTING APPLICATIONS
Associate Professor of Music and Composition Jazz Studies	
Assistant Professor of 20th Century Music Department of Critical and Comparative Studies in Music	ACCEPTING APPLICATIONS

3. Click the Change button for the position's Status field.

Demo University > Positions >

Assistant Professor of Landscape Architecture

Position Actions

Unit

Status

Opens

Closes

Department of Architectural History

Accepting Applications

change

Sep 1, 2015

Aug 16, 2018

APPLICANTS (5 of 5)

Keyword Search

Filter

Saved Views

Columns

HIGHEST DEGREE EARNED:

No choices available.

APPLICATION STATUS:

☐ Shortlist

☐ Hired

☐ Interview

☐ Longlist

TAGS:

No choices available.

PROGRESS:

☐ Incomplete

RATINGS:

☒ My Rating

☐ Overall

4. Select a new status from the dropdown menu

Note: Notice the "Close Position" status at the bottom of the list. See here for more information on [closing a ByCommittee search](#).

Demo University > Positions >

Assistant Professor of Landscape Architecture

Position Actions ▼

Unit	Status	Opens	Closes
Department of Architectural History	Accepting Applications change	Sep 1, 2015	Aug 16, 2018

APPLICANTS (5 of 5)

Keyword Search

HIGHEST DEGREE EARNED: No choices available.

APPLICATION STATUS:

- ☐ Shortlist
- ☐ Hired

TAGS: No choices available.

PROGRESS:

- ☐ Incomplete

Position Actions ▼

Saved Views ▼

Columns ▼

5. Confirm and notify applicants

The "Change Status" window reminds you of the permissions associated with the active status and gives you the option to compose and send an email to applicants about the change.

Change Status

Please confirm you wish to change the status of this position to **Interviewing Finalists**.

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 **Cancel**

To change position status from Review Position page:

1. Click "change" to open the "Position Status" window

ByCommittee – Positions

Associate Professor of Orthodontic Dentistry
Review Position

THIS POSITION IS: ⓘ

Open to new applicants

It opened on Jan 31, 2016. [change](#) | [clear](#)

It will close on Jun 30, 2016. [change](#) | [clear](#)

🌐 “Apply Now” page is published. [view](#) | [change](#)


POSITION STATUS: ⓘ

Interviewing Finalists

With this status active:

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

[change](#)



2. Apply an existing status or create a new one

Position Status

change ▼

☐


 Applicants can view this status when it is active.

☐

 Applicants can update their application materials while this status is active

☒

 Evaluators can review applications while this status is active.

 Save

Cancel

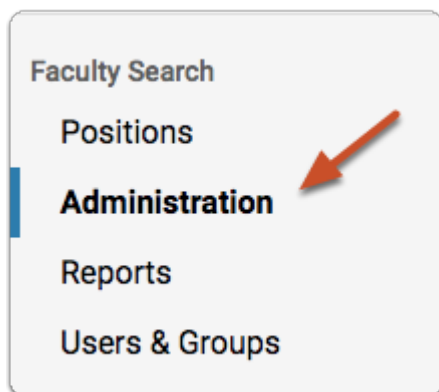
Create and Manage Application Statuses

If permissions allow it, Committee Managers and Administrators can create application statuses (such as "Longlist," or "Shortlist," or "Removed From Consideration") that can be used to mark where an application is in the process of review.

Application statuses are created on the "Administration" page of a unit in Faculty Search. The individual statuses you create, or even the whole set of application statuses can be sent down to lower units.

⚠ Note that the option to create statuses may appear as "locked" if an Administrator from a higher unit has disabled position status creation.

1. From your navigation bar, click "Administration"



2. Check to make sure you are editing settings for the correct unit

i The changes you make here will apply to the current administrative unit, but you can also disable the creation of application statuses for lower units, and send application statuses or the set of application statuses down to lower units.

Demo University >

Administration

Settings for:

Demo University

- Statuses**
- Messages Templates
- EEO Information
- Application Forms
- Permissions
- Logo
- Settings

Statuses

Position Status

Actions

Position statuses indicate the current state of a position in the search process and can be used to set permissions for committee members and applicants.

☒ Enable Position Status Creation
 ☐ Disable Position Status Creation

Accepting Applications	
Reviewing Applications	
Interviewing Finalists	
Under Final Review	

3. On the "Statuses" tab, scroll down to "Application Status"

Application Status

Actions

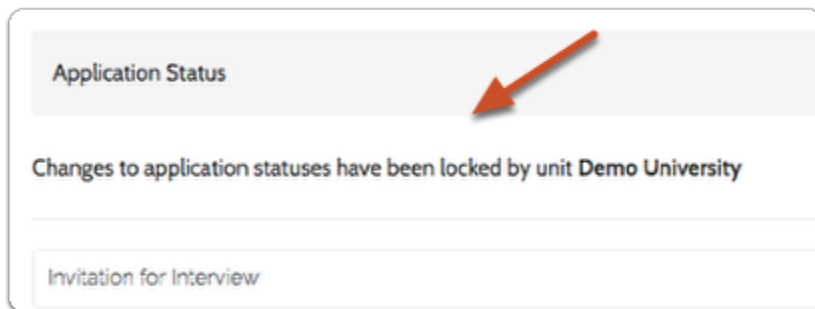
Application statuses indicate where an individual application is in the review process and can be used to set permissions for applicants.

☒ Enable Application Status Creation
 ☐ Disable Application Status Creation

New	
Longlist	
Shortlist	
Interview	
Offer Pending	
Hired	
Invited for Interview	
Invitation for On-Campus Meeting	

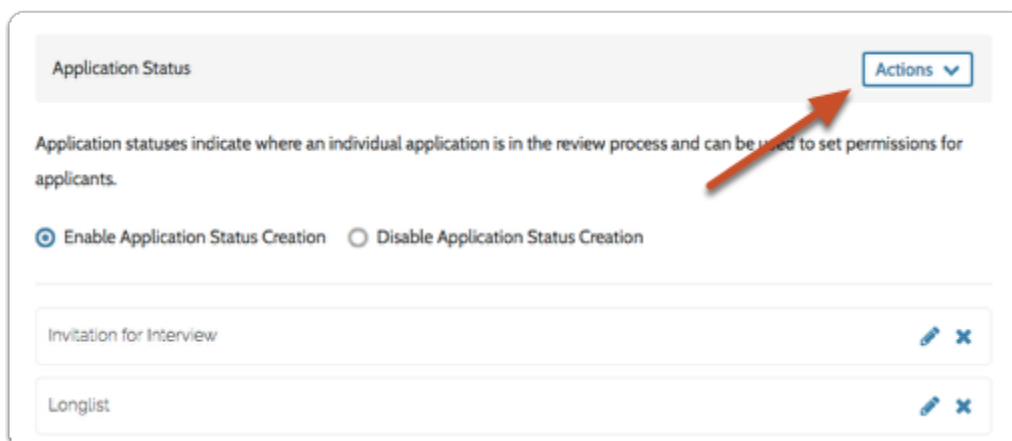


If position status is disabled, you will see a notice that changes to position statuses have been locked by a higher unit, as shown below"

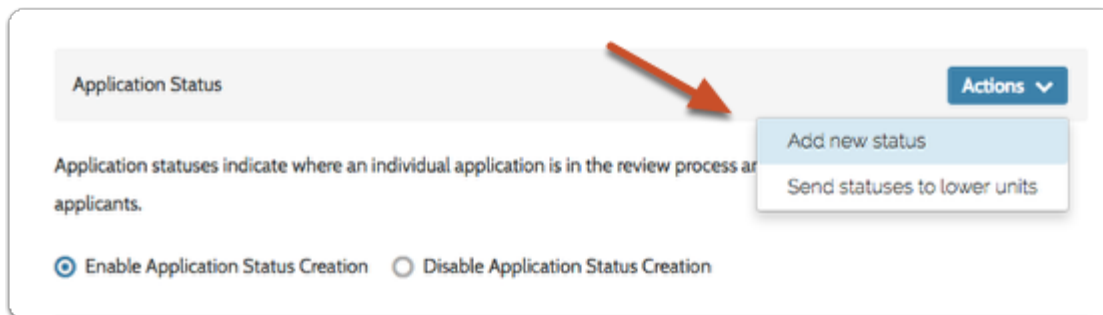


4. Click "Actions"

! The "Actions" menu and the option to enable or disable application status creation will not appear if an Administrator of a higher administrative unit has disabled position status creation.



5. Select "Add new status"



Application Status

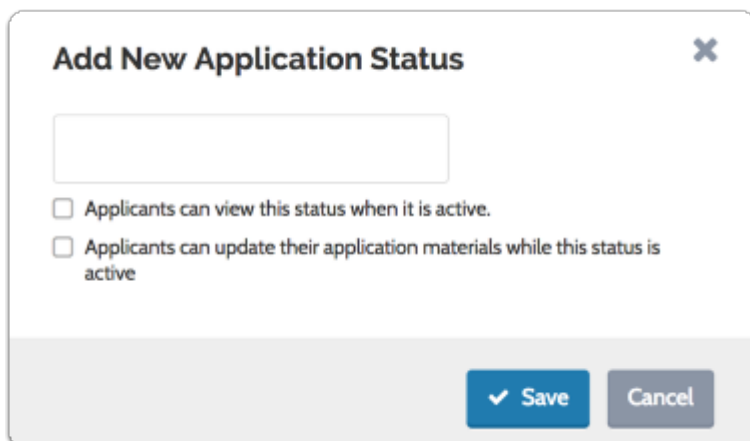
Application statuses indicate where an individual application is in the review process and the status of applicants.

☒ Enable Application Status Creation ☐ Disable Application Status Creation

Actions ▾

- Add new status
- Send statuses to lower units

6. Enter the status name, set whether or not applicants can update application materials, and view the status when it is applied, and click to save



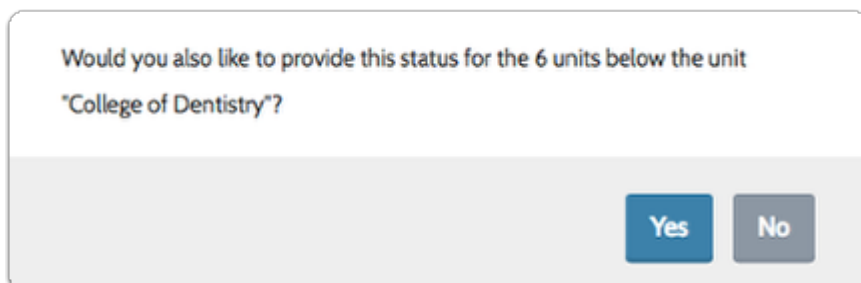
Add New Application Status

☐ Applicants can view this status when it is active.

☐ Applicants can update their application materials while this status is active

✓ Save Cancel

7. You will be given the option to provide this status for any units that are below the unit you are editing



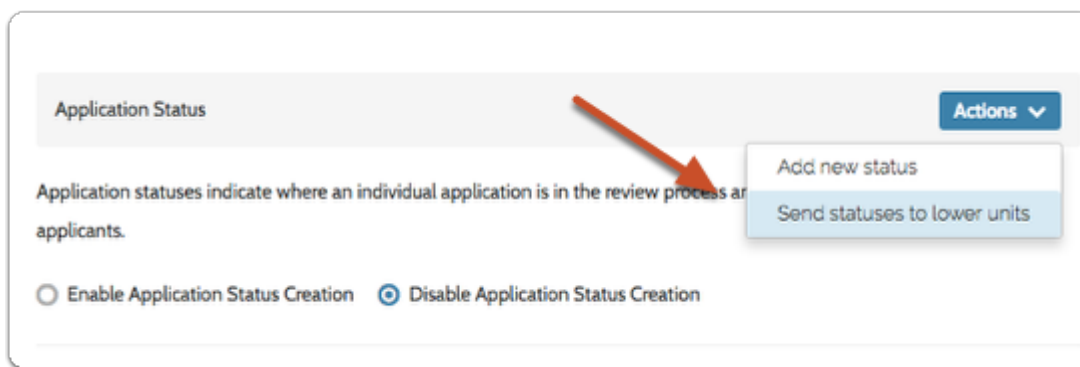
Would you also like to provide this status for the 6 units below the unit "College of Dentistry"?

Yes No

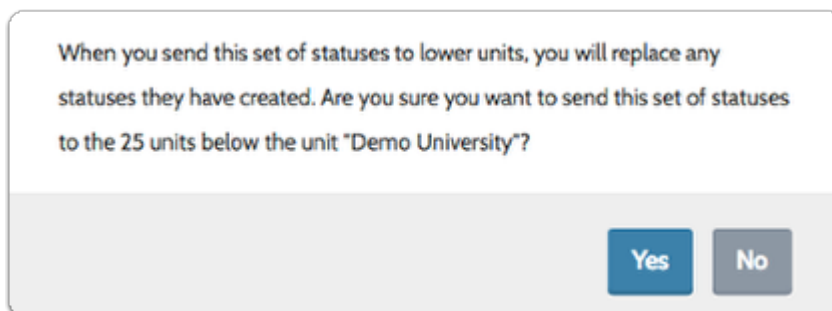
To send the entire set of application statuses down to lower units:

! When you send the new set of statuses to lower units, you will replace any statuses they have created.

Click "Action" and select "Send statuses to lower units"



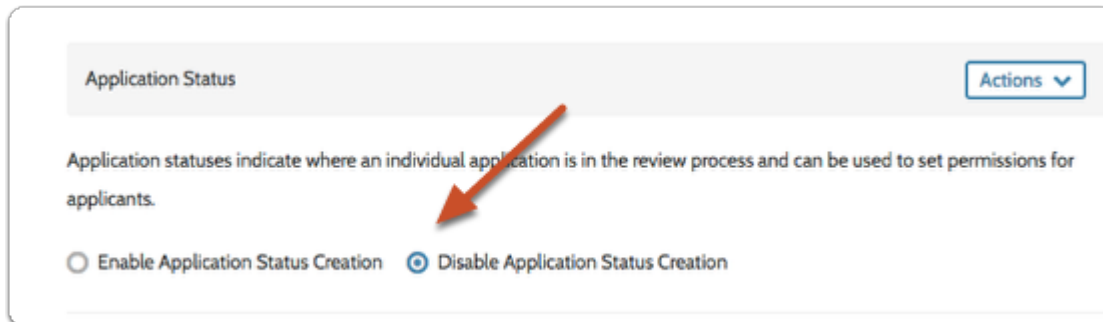
Confirm that you want to replace any statuses the lower units have created



To enable or disable application status creation for lower administrative units:

Click to disable or enable status creation

When disabled, units below cannot create, edit or delete statuses, but you can still create and edit statuses for the current unit.

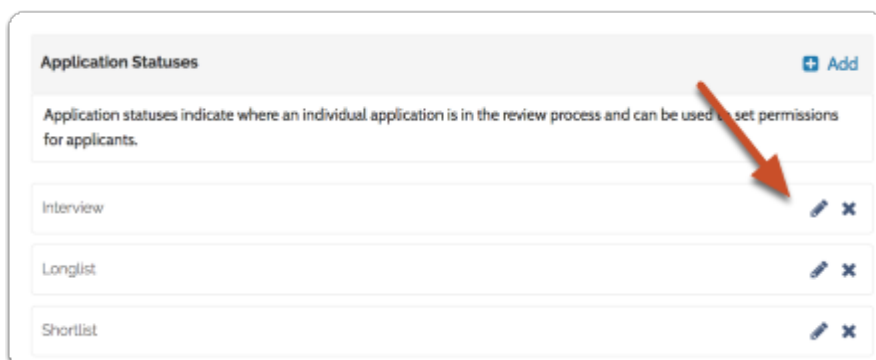


Application Status Actions ▾

Application statuses indicate where an individual application is in the review process and can be used to set permissions for applicants.







☐ Enable Application Status Creation ☒ Disable Application Status Creation

To edit existing statuses, click the blue "edit" pencil

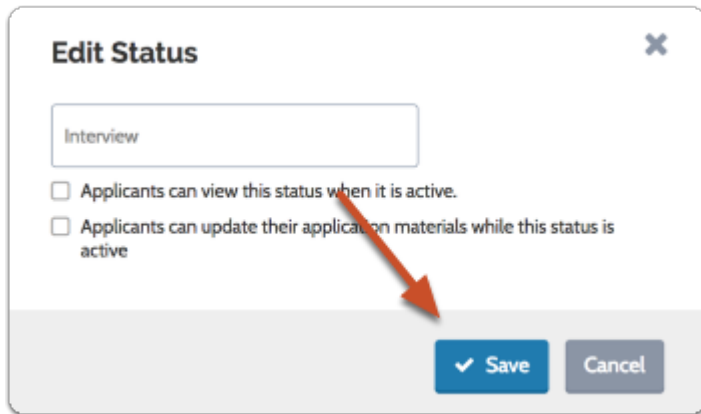


Application Statuses + Add

Application statuses indicate where an individual application is in the review process and can be used to set permissions for applicants.

Interview	 
Longlist	 
Shortlist	 

Edit the status and click to "Save"



Edit Status ✕

Interview

☐ Applicants can view this status when it is active.

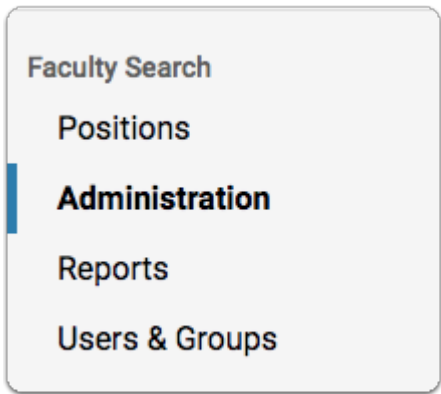
☐ Applicants can update their application materials while this status is active

✓ Save Cancel

Assign or Change an Application Status

Committee Managers or Administrators can assign or change an application status in Interfolio Faculty Search from the Applications page or the Applicant Profile page.

Select the Positions page from the Navigation bar

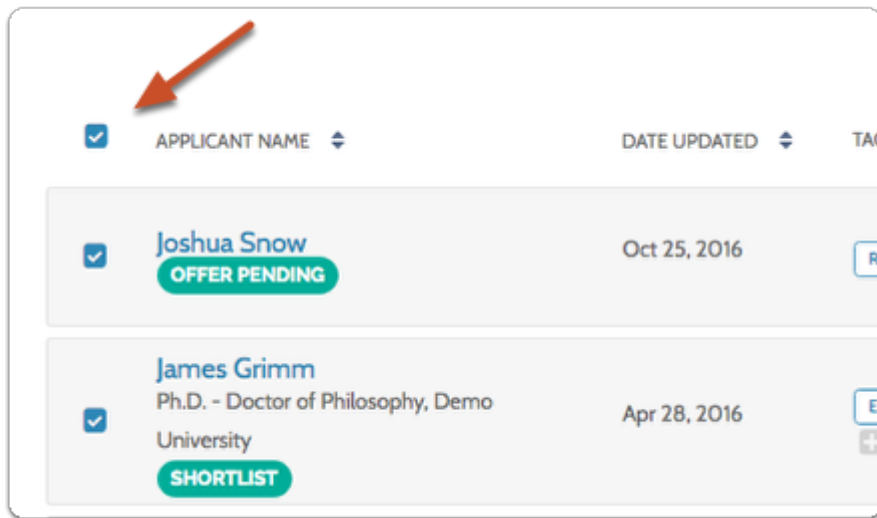


Click the position title

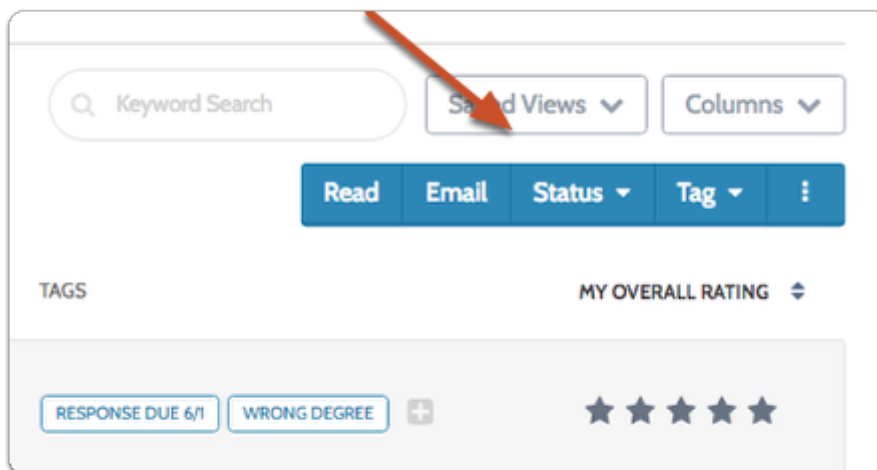
A screenshot of the 'Positions' page in Interfolio Faculty Search. At the top, there is a search bar labeled 'Search Positions' and a 'Filter' button. On the right, it says 'Sort by Date'. Below this is a table with columns: NAME, STATUS, TYPE, OPENS, CLOSES, and APPLICATIONS. An orange arrow points to the first row's title. The table contains three rows of data.

NAME	STATUS	TYPE	OPENS	CLOSES	APPLICATIONS
Associate Professor of Orthodontic Dentistry College of Dentistry	ACCEPTING APPLICATIONS	Faculty	Jan 31, 2016	Jun 24, 2016	3
Associate Professor of Periodontics College of Dentistry	ACCEPTING APPLICATIONS	Faculty	May 10, 2016	Nov 6, 2016	0
Associate Professor of Music and Composition Jazz Studies	APPROVAL REQUIRED	Faculty	Jun 5, 2016		0

Select one or more applications

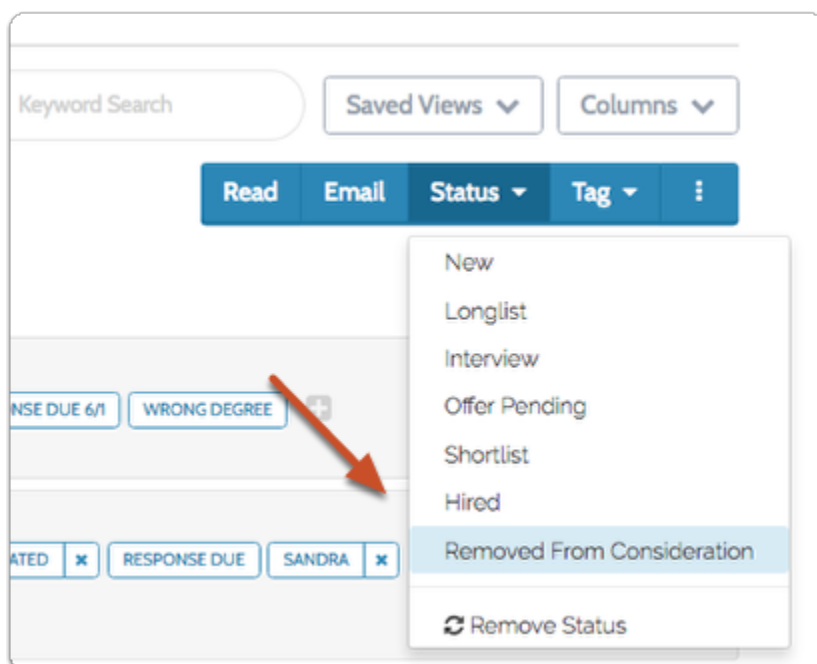


Click the "Status" button that appears to the right of the page




Select the appropriate status to apply to the selected applications

💡 You can also remove a status this way



Confirm and notify applicants

-  In the "Change Status" window you can compose and send an email to the selected applicants about the change.

Change Status

Please confirm you wish to change the status of the selected applications to Interview.


With this status active:

- Applicants cannot view this status.
- Applicants cannot update their application materials.

☒ Send message to selected applicants with this change.

Subject

Message



You can also assign or change an application status from the Applicant Profile page:

Click the applicant's name to open the Applicant Profile

<input type="checkbox"/>	APPLICANT NAME	DATE OF INITIAL SUBMISSION	DATE UPDATED	HIGHEST D
<input type="checkbox"/>	Joshua Snow M.M. - Master of Music , Hott University OFFER PENDING	Mar 15, 2016 at 12:00 AM	Mar 15, 2016 at 12:00 AM	May 2015

Click the change button near the current status to update the Position's status.

Demo University > Positions > Assistant Professor of Landscape Architecture >

Sasha Brown

Actions

Education Information

Documents

Title (pending)
C.V.

Ratings

Status

Hired change

New
Longlist
Shortlist
Interview
Offer Pending
Hired
Remove Status

Tags

INCOMPLETE

Add File

Read

Pending: not yet received

My Ratings

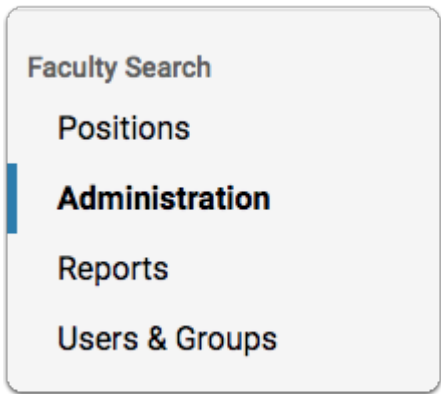
Committee Summary

Managing Applications

Add Materials on Behalf of an Applicant

This article explains how Committee Managers and Administrators can add materials to an application on behalf of an applicant in Interfolio Faculty Search.

Click the Positions link from the navigation bar



Click the position title

A screenshot of a table titled "Search Positions" with a "Filter" dropdown and a "Sort by Date" dropdown. The table has columns: NAME, STATUS, TYPE, OPENS, CLOSES, and APPLICATIONS. An orange arrow points to the first row of the table.

NAME	STATUS	TYPE	OPENS	CLOSES	APPLICATIONS
Associate Professor of Orthodontic Dentistry College of Dentistry	ACCEPTING APPLICATIONS	Faculty	Jan 31, 2016	Jun 24, 2016	3
Associate Professor of Periodontics College of Dentistry	ACCEPTING APPLICATIONS	Faculty	May 10, 2016	Nov 6, 2016	0
Associate Professor of Music and Composition Jazz Studies	APPROVAL REQUIRED	Faculty	Jun 5, 2016		0

Click the applicant's name to open the Applicant Profile page

A screenshot of a table titled "APPLICANT NAME" with columns: DATE OF INITIAL SUBMISSION, DATE UPDATED, and HIGHEST D. An orange arrow points to the first row of the table.

APPLICANT NAME	DATE OF INITIAL SUBMISSION	DATE UPDATED	HIGHEST D
Joshua Snow M.M. - Master of Music, Hott University OFFER PENDING	Mar 15, 2016 at 12:00 AM	Mar 15, 2016 at 12:00 AM	May 2015

Add document files (pdf, .doc, etc):

Scroll down to the "Documents" section and click "Add File"

Demo University > Positions > Assistant Professor of Landscape Architecture >

Sasha Brown

Education Information

Status
Hired [change](#)

Tags
+

Documents

INCOMPLETE

+ Add File

Read

Title (pending) C.V.

Pending: not yet received

You can drag & drop or browse to upload document files

Add Document

Upload Video Webpage

Drag & Drop your files anywhere or

Browse To Upload

Add Cancel

Give the document title, and identify the type (cover letter, C.V., etc)

Add Document

Upload

Video

Webpage

Cover_Letter

Success

Title

J. Snow Cover Letter

Type

Cover Letter

What requirement does this file satisfy?

Cover Letter

Add

Cancel

If the file satisfies a requirement, indicate which requirement it satisfies

Type

— Select Type —

What requirement does this file satisfy?

None

Cover Letter

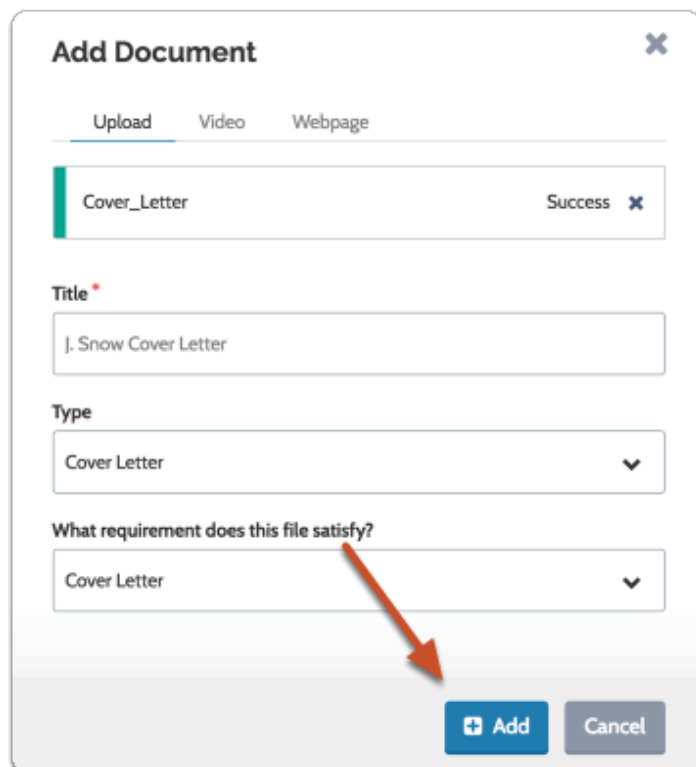
C.V.

Confidential Letter of Recommendation or Evaluation

Add

Cancel

Click "Add" to upload the document



Add Document ✕

Upload Video Webpage

Cover_Letter Success ✕

Title *

J. Snow Cover Letter

Type

Cover Letter ▼

What requirement does this file satisfy?

Cover Letter ▼

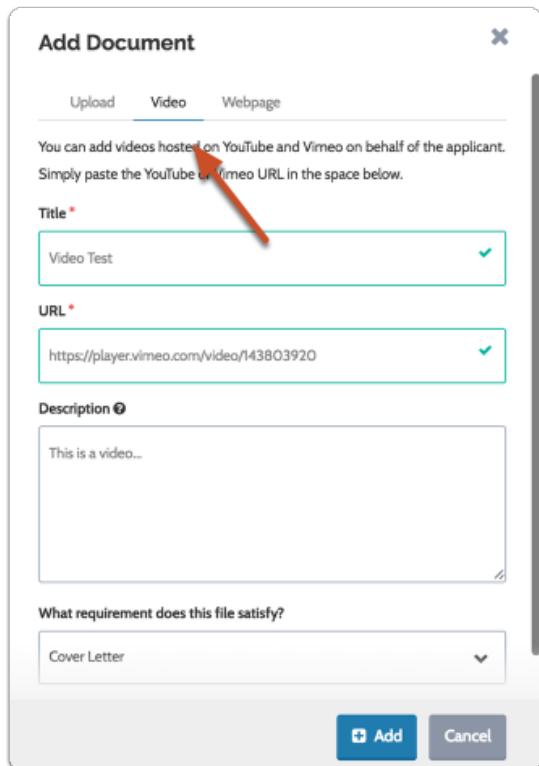
+ Add Cancel

Add video files:



You can also upload links to Vimeo or Youtube videos and use those to satisfy document requirements of the application.

Select the "Video" tab, give the video a title, add the url of a Youtube or Vimeo video, and add a description



Add Document ✕

Upload **Video** Webpage

You can add videos hosted on YouTube and Vimeo on behalf of the applicant. Simply paste the YouTube or Vimeo URL in the space below.

Title *

Video Test ✓

URL *

<https://player.vimeo.com/video/143803920> ✓

Description ⓘ

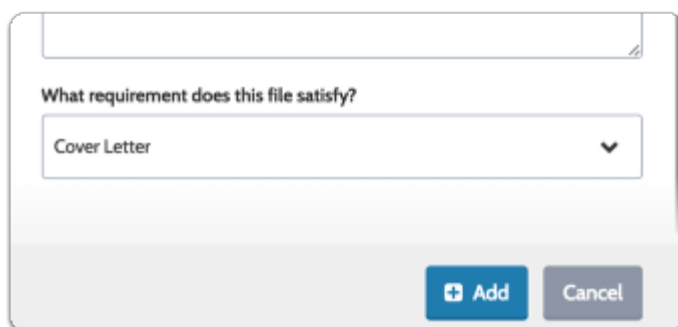
This is a video...

What requirement does this file satisfy?

Cover Letter ▼

+ Add Cancel

If the video satisfies a requirement, indicate which requirement it satisfies



What requirement does this file satisfy?

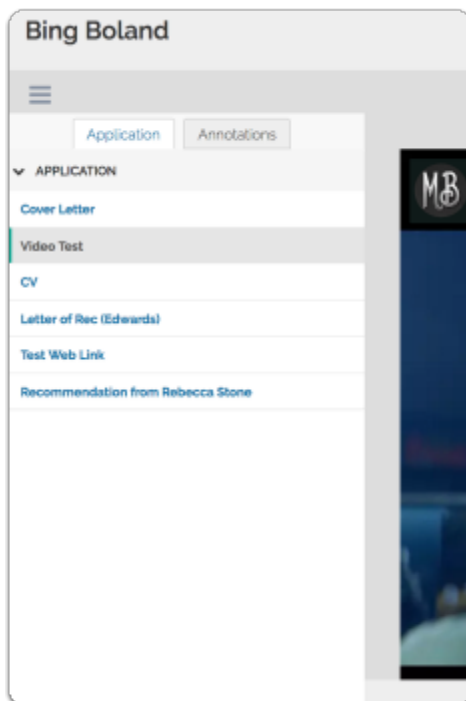
Cover Letter ▼

+ Add Cancel

The video will be added to the application materials



Evaluators can view the video in the materials reader



Add Webpages:

i You can also add links to webpages and use those to satisfy document requirements of the application.

Select the "Webpage" tab, give the webpage a title, add the url and a description of the page

Add Document

Upload

Video

Webpage

You can include links to webpages on behalf of the applicant. When a reviewer clicks the link, the webpage will open in a new tab.

Title *

Test Web Link

URL *

http://www.interfolio.com/

Description ?

This is a description of the webpage...

What requirement does this file satisfy?

None

Add

Cancel

If the webpage satisfies a requirement, indicate which requirement it satisfies

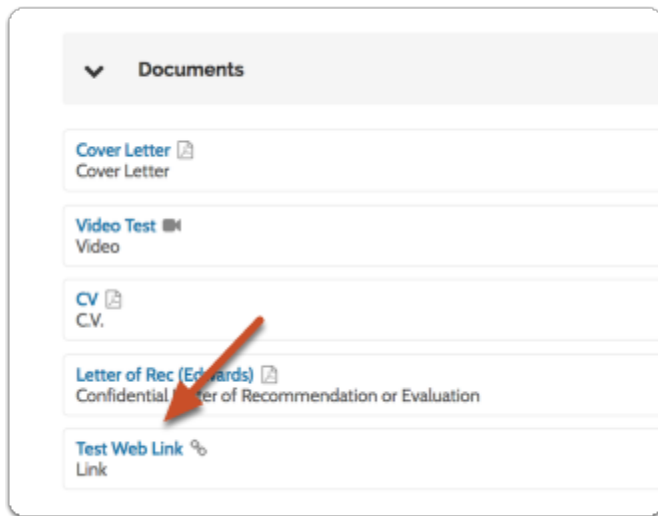
What requirement does this file satisfy?

Cover Letter


Add

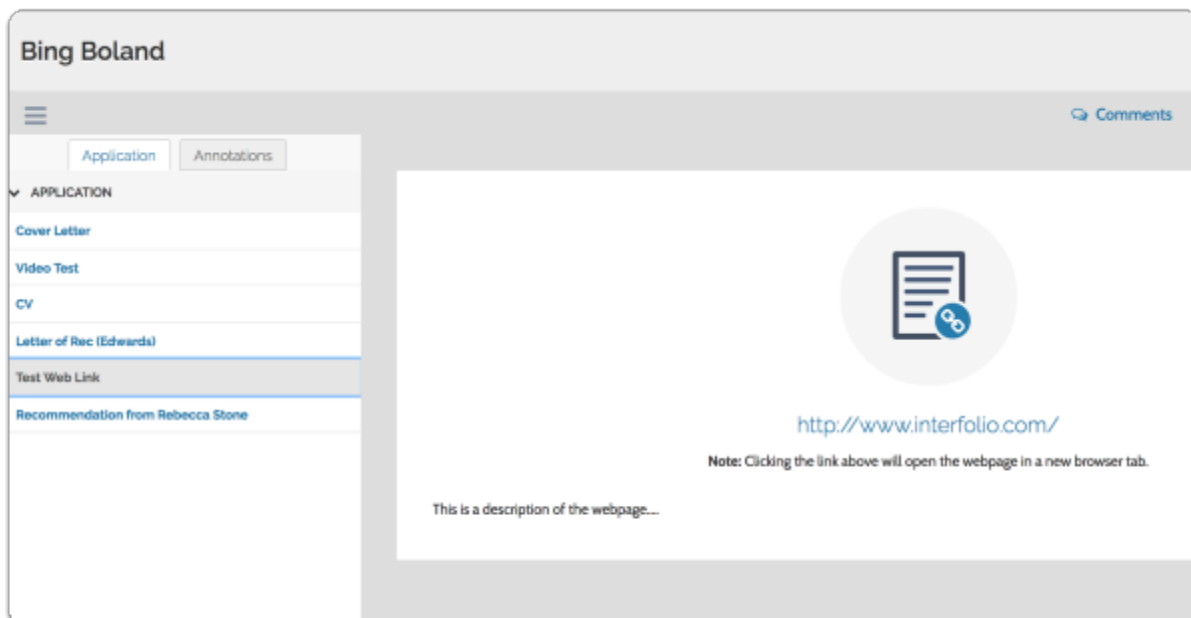
Cancel

A link to the page will be added to the application materials, and will display to evaluators when they open the materials reader



The link will display in the materials reader

 Note: Clicking the link will open the webpage in a new browser tab.



Click the Actions button and then Mark application as complete

Sasha Brown

Actions ▾

Education Information

Status

Hired [change](#)

Tags



- Share application
- Email applicant
- Download Documents
- Mark application complete
- Request recommendation

▾ Documents

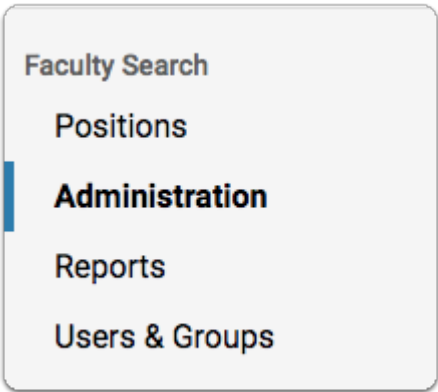
INCOMPLETE

ad

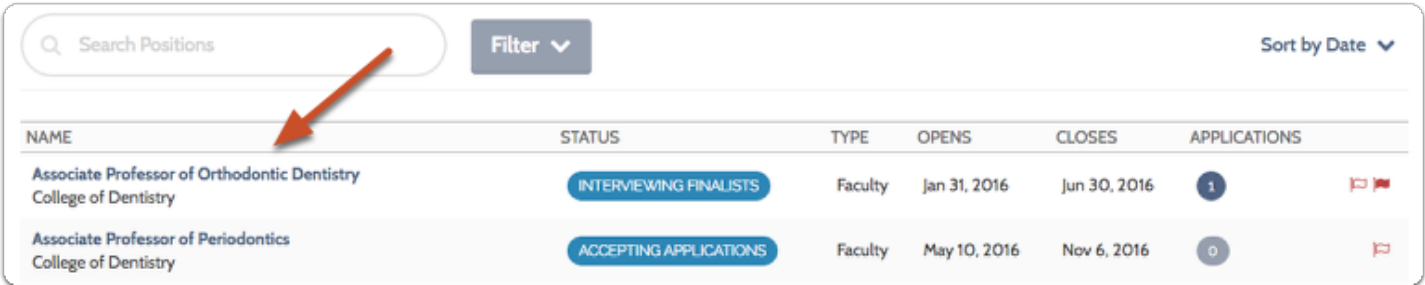
Create an Application on Behalf of an Applicant

This article explains how Committee Managers and Administrators can create an application on behalf of an applicant in Interfolio Faculty Search.

Select the positions page from the navigation bar



Find the position you are working on and click the title to open the list of applicants for the position



The screenshot shows the Interfolio Faculty Search interface. At the top, there is a search bar labeled 'Search Positions' and a 'Filter' button. On the right, there is a 'Sort by Date' dropdown menu. Below these is a table with the following columns: NAME, STATUS, TYPE, OPENS, CLOSES, and APPLICATIONS. The first row of the table is for the position 'Associate Professor of Orthodontic Dentistry' at the 'College of Dentistry'. The status is 'INTERVIEWING FINALISTS', the type is 'Faculty', it opens on 'Jan 31, 2016' and closes on 'Jun 30, 2016', and there is 1 application. The second row is for the position 'Associate Professor of Periodontics' at the 'College of Dentistry'. The status is 'ACCEPTING APPLICATIONS', the type is 'Faculty', it opens on 'May 10, 2016' and closes on 'Nov 6, 2016', and there are 0 applications. An orange arrow points to the title of the first position.

NAME	STATUS	TYPE	OPENS	CLOSES	APPLICATIONS
Associate Professor of Orthodontic Dentistry College of Dentistry	INTERVIEWING FINALISTS	Faculty	Jan 31, 2016	Jun 30, 2016	1
Associate Professor of Periodontics College of Dentistry	ACCEPTING APPLICATIONS	Faculty	May 10, 2016	Nov 6, 2016	0

Click the Actions button and then "Add a new applicant"

Demo University > Positions >

Assistant Professor of Landscape Architecture

Unit

Department of Architectural History

Status

Accepting Applications [change](#)

Opens

Sep 1, 2015

Closes

Aug 16, 2016

Position Actions

Edit Position

View committee

View position details

View referral sources

Tour this page

Add new applicant

Close position

APPLICANTS (5 of 5)

Keyword Search

Filter

Saved Views

☐

Applicant Name

Date Updated

Applicant Status

Tags

My Overall Rating

Sasha Brown

Jan 25, 2016

Open

Fill out the "Add New Application" form and click "Add"

Add New Application

Add information for the new application you're adding to this position.

Applicant First Name *

Franklin

Applicant Last Name *

Minicz

Email *

minicz@demo.edu

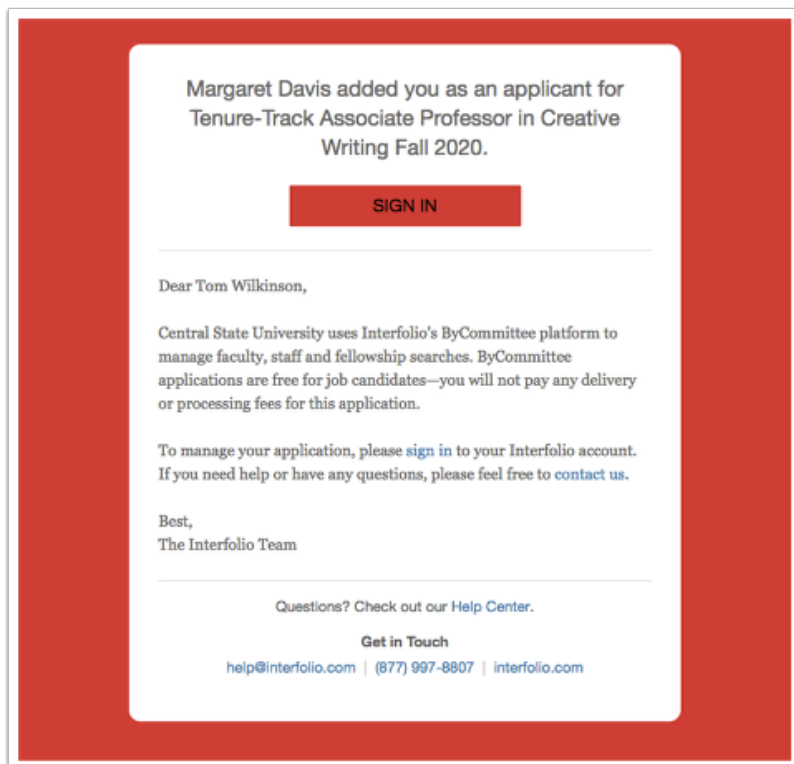
Add

Cancel

The applicant's name now appears in the list of applications

<input type="checkbox"/> APPLICANT NAME	DATE OF INITIAL SUBMISSION	DATE UPDATED
<input type="checkbox"/> Franklin Minicz	Jun 30, 2016 at 12:00 AM	Jun 30, 2016 at 12:00 AM
<input type="checkbox"/> Bing Boland	Jun 30, 2016 at 12:00 AM	Jun 30, 2016 at 12:00 AM

Applicants will receive a standard email after being added

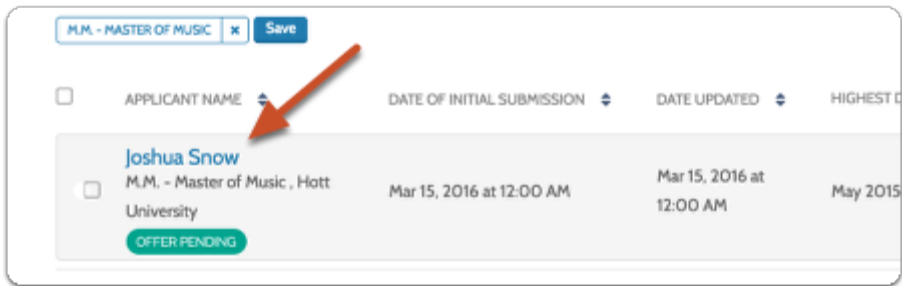


❗ Administrators and Committee Managers **CANNOT** fill out forms (EEO or Custom) on behalf of applicants.

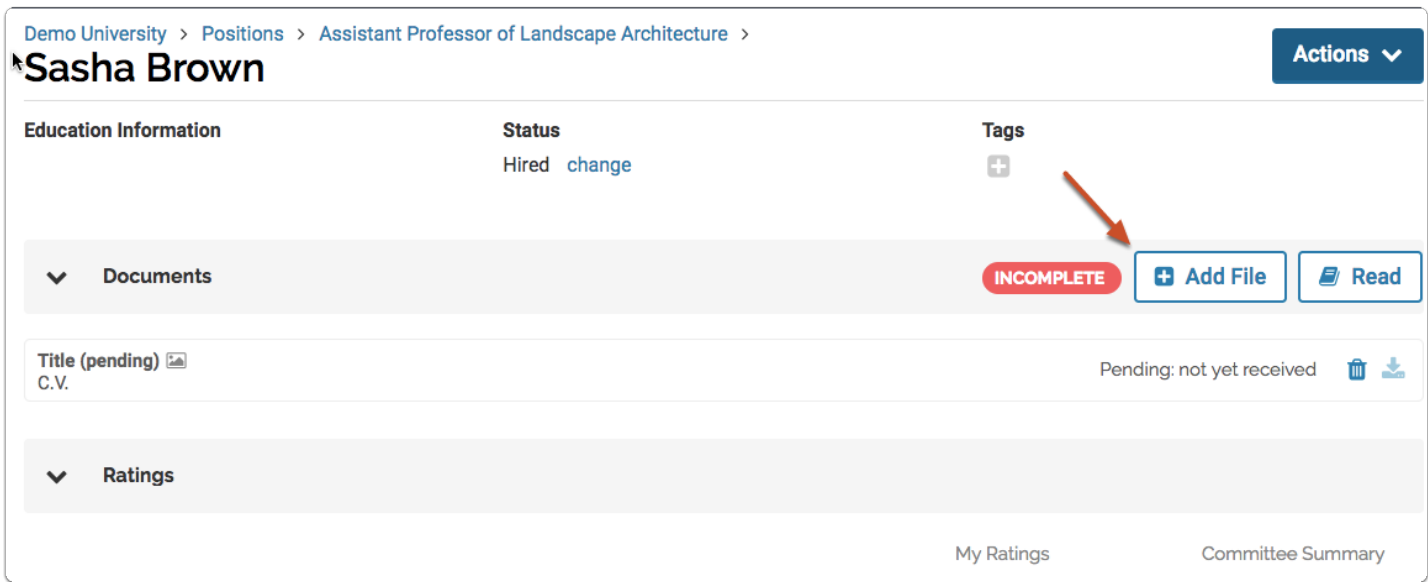
Applicants must be notified to complete any form responses, and to do so the application must allow for updates. For more information on how to accomplish this, reference our resources on [Messaging Applicants](#) and [Creating a Position Status](#).

To add materials to the application:

Click the applicant's name to open the Applicant Profile page

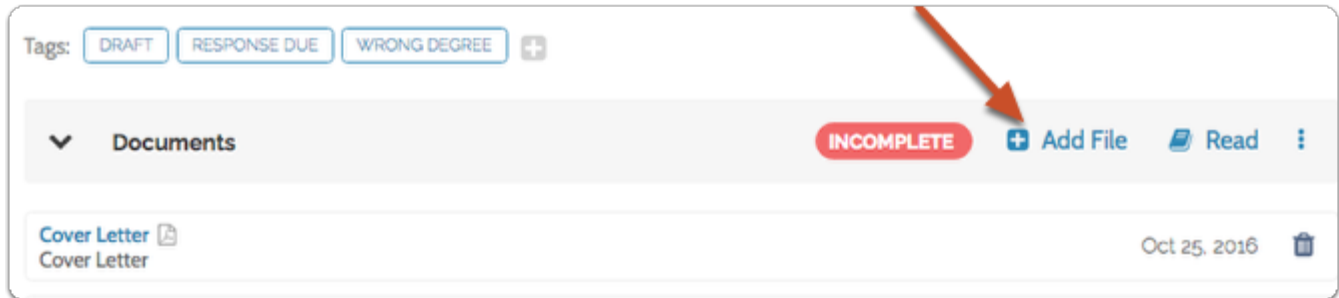


Scroll down to the "Documents" section and click "Add File"

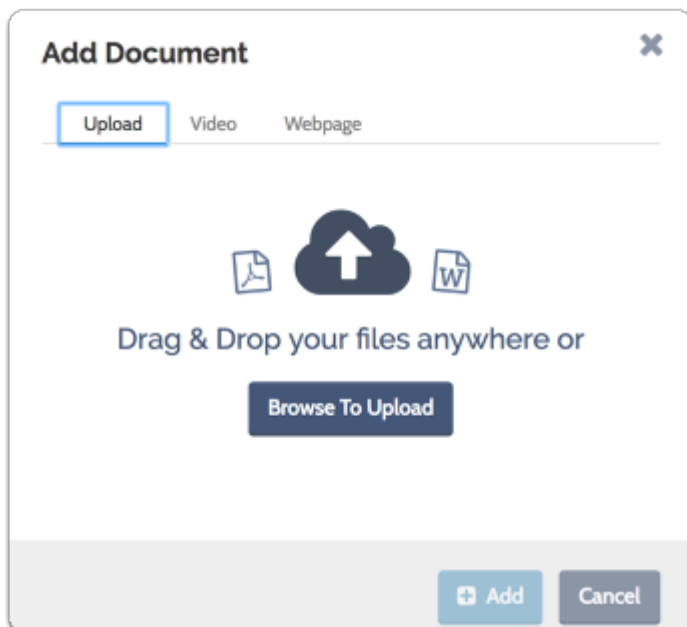


Add document files (pdf, .doc, etc):

Scroll down to the "Documents" section and click "Add File"



You can drag & drop or browse to upload document files



Give the document title, and identify the type (cover letter, C.V., etc)

Add Document

Upload

Video

Webpage

Cover_Letter

Success

Title

J. Snow Cover Letter

Type

Cover Letter

What requirement does this file satisfy?

Cover Letter

Add

Cancel

If the file satisfies a requirement, indicate which requirement it satisfies

J. Snow Cover Letter

Type

Cover Letter

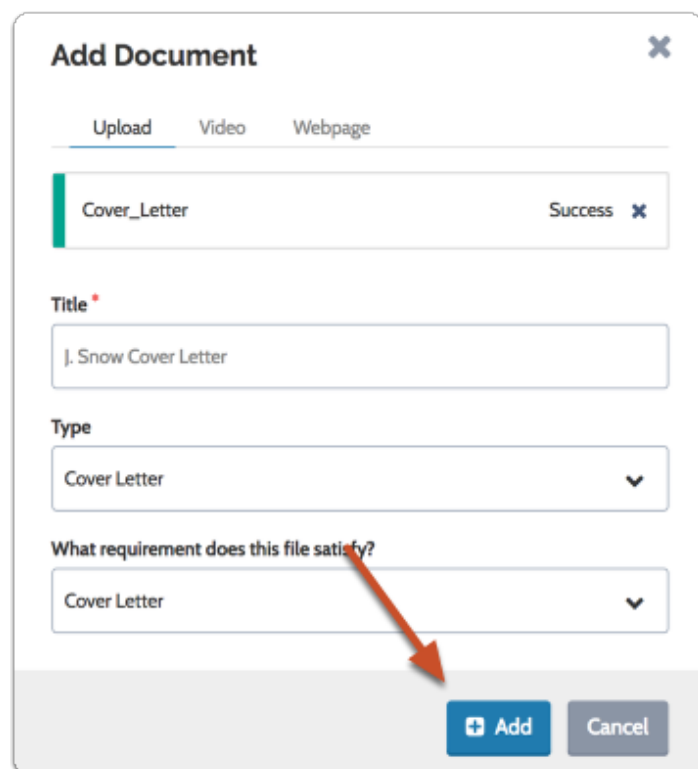
What requirement does this file satisfy?

Cover Letter

Add

Cancel

Click "Add" to upload the document



Add Document ✕

Upload Video Webpage

Cover_Letter Success ✕

Title *

J. Snow Cover Letter

Type


Cover Letter ▼

What requirement does this file satisfy?

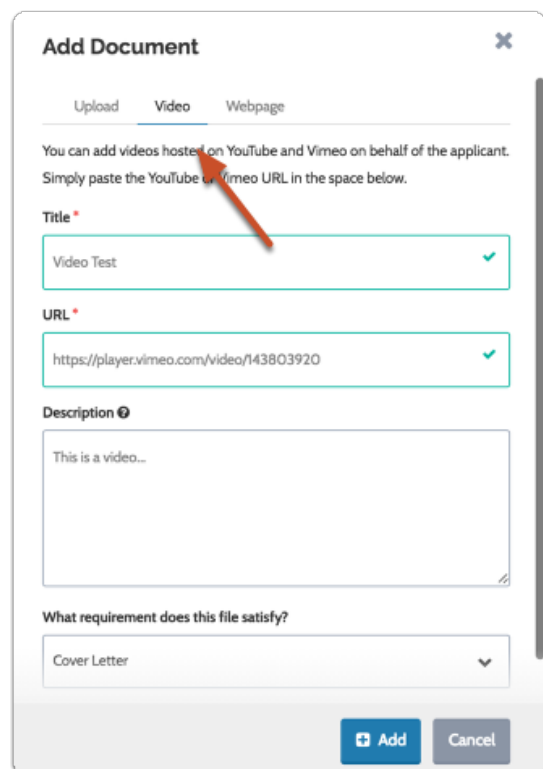
Cover Letter ▼

+ Add Cancel

Add video files:

 You can also upload links to Vimeo or Youtube videos and use those to satisfy document requirements of the application.

Select the "Video" tab, give the video a title, add the url of a Youtube or Vimeo video, and add a description



Add Document [X]

Upload **Video** Webpage

You can add videos hosted on YouTube and Vimeo on behalf of the applicant. Simply paste the YouTube or Vimeo URL in the space below.

Title *

Video Test ✓

URL *

<https://player.vimeo.com/video/143803920> ✓

Description ?

This is a video...

What requirement does this file satisfy?

Cover Letter ▼

[+ Add] [Cancel]

If the video satisfies a requirement, indicate which requirement it satisfies



Add Document [X]

Upload **Video** Webpage

You can add videos hosted on YouTube and Vimeo on behalf of the applicant. Simply paste the YouTube or Vimeo URL in the space below.

Title *

Video Test ✓

URL *

<https://player.vimeo.com/video/143803920> ✓

Description ?

This is a video...

What requirement does this file satisfy?

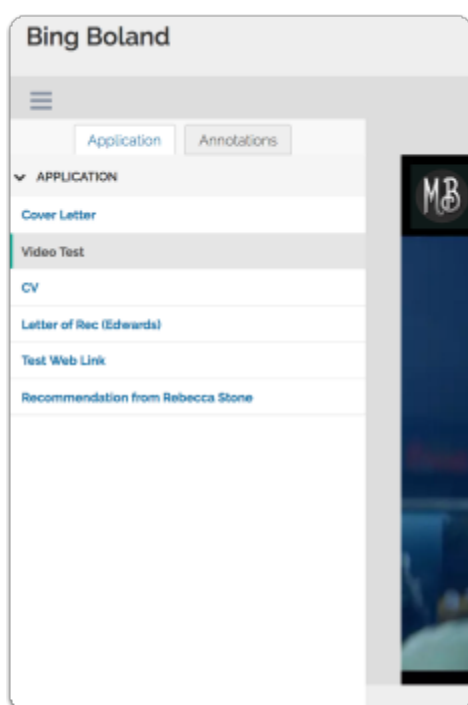
Cover Letter ▼

[+ Add] [Cancel]

The video will be added to the application materials



Evaluators can view the video in the materials reader



Add Webpages:

i You can also add links to webpages and use those to satisfy document requirements of the application.

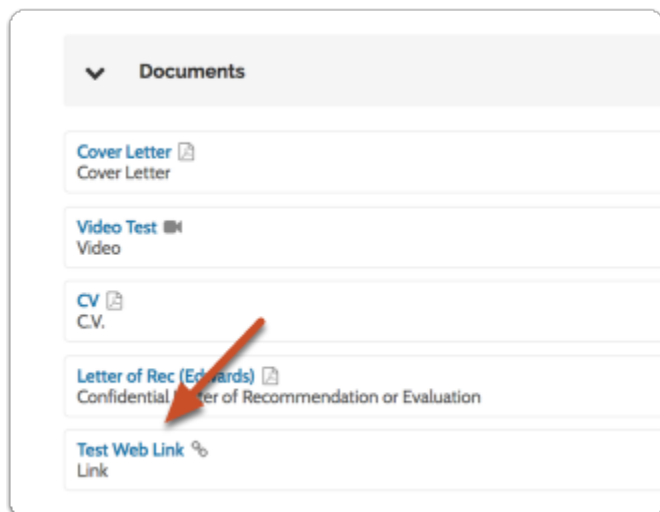
Select the "Webpage" tab, give the webpage a title, add the url and a description of the page

The screenshot shows a modal window titled "Add Document" with a close button (X) in the top right corner. It has three tabs: "Upload", "Video", and "Webpage", with "Webpage" being the active tab. Below the tabs, there is a paragraph of text: "You can include links to webpages on behalf of the applicant. When a reviewer clicks the link, the webpage will open in a new tab." Below this text are three input fields: "Title" with a red asterisk, containing "Test Web Link" and a green checkmark; "URL" with a red asterisk, containing "http://www.interfolio.com/" and a green checkmark; and "Description" with a question mark icon, containing "This is a description of the webpage...". Below these fields is a dropdown menu labeled "What requirement does this file satisfy?" with "None" selected. At the bottom are two buttons: "Add" (blue with a plus icon) and "Cancel" (grey).


If the webpage satisfies a requirement, indicate which requirement it satisfies

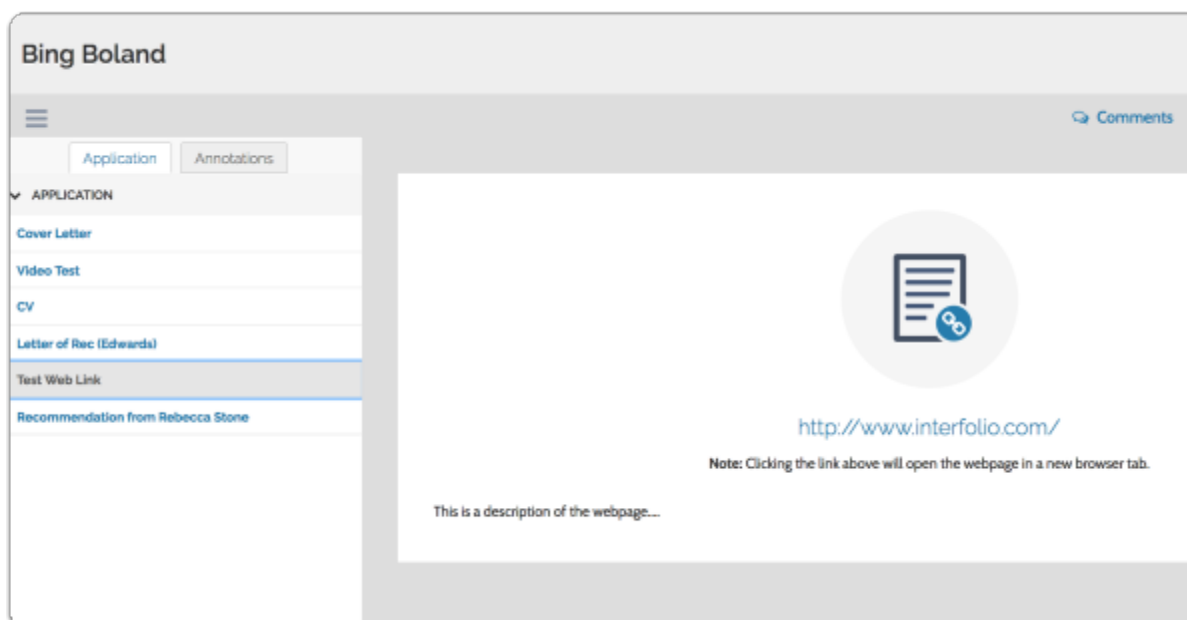
This screenshot shows a portion of the "Add Document" dialog box, specifically the "Webpage" tab. It focuses on the "What requirement does this file satisfy?" dropdown menu, which now shows "Cover Letter" selected instead of "None". The "Add" and "Cancel" buttons are visible at the bottom.

A link to the page will be added to the application materials, and will display to evaluators when they open the materials reader



The link will display in the materials reader

 Note: Clicking the link will open the webpage in a new browser tab.



Mark the application as complete

Click the "Actions", and select "Mark Application Complete."

Sasha Brown

Actions ▾

Education Information

Status

Hired [change](#)

Tags



- Share application
- Email applicant
- Download Documents
- Mark application complete
- Request recommendation

▾ Documents

INCOMPLETE

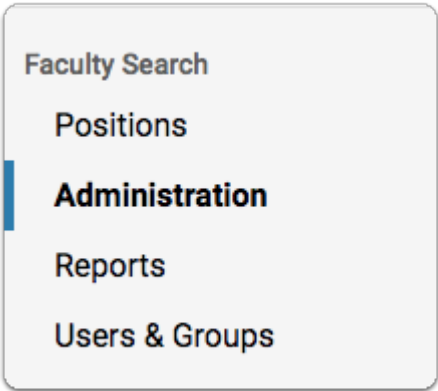
ad

Request a Letter of Recommendation on Behalf of an Applicant

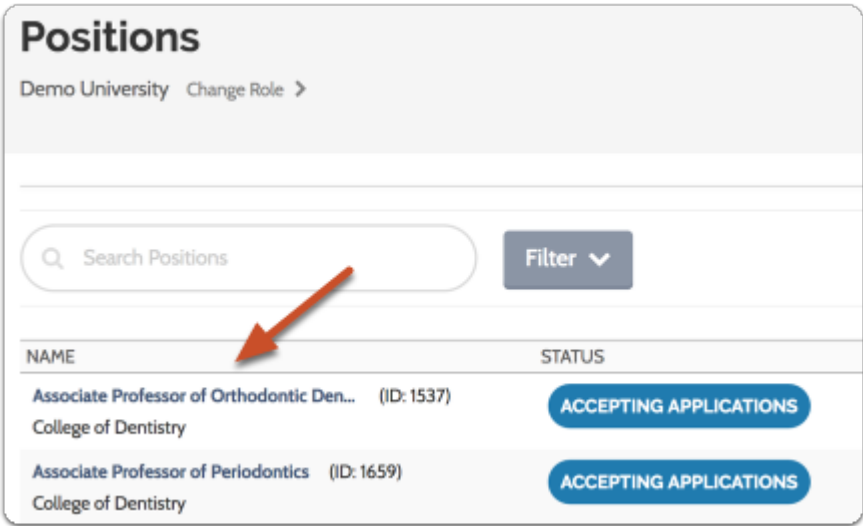
Committee Managers and Administrators can request confidential letters of recommendation directly from recommenders on behalf of an applicant. This allows, for instance, a committee to request recommendations from a list of potential recommenders suggested by the applicant without involving the applicant in the request process.

Navigate to the applicant's profile page

Click Positions from the navigation bar



Click the name of the position



Select the applicant

<input type="checkbox"/>	APPLICANT NAME	DATE UPDATED	TAGS
<input type="checkbox"/>	Bing Boland SHORTLIST	Oct 25, 2016	<input type="button" value="DRAFT"/> <input type="button" value="RESPONSE DUE"/>
<input type="checkbox"/>	James Grimm Ph.D. - Doctor of Philosophy, Demo University SHORTLIST	Apr 28, 2016	<input type="button" value="EVALUATED"/> <input type="button" value="x"/> <input type="button" value="RESPONSE DUE"/>

Click the Actions button and then select Request recommendation

[Demo University](#) > [Positions](#) > [Assistant Professor of Landscape Architecture](#) >

Sasha Brown

Education Information

Status

Hired [change](#)

Tags

+

Actions

Share application

Email applicant


Download Documents

Mark application complete

Request recommendation



Documents

INCOMPLETE

Title (pending) 

C.V.

Pending: not yet received

Ratings

Fill out the request form, set a due date for the recommendation, and write an email message to recommenders

Letter writers will receive the message you create along with instructions for submitting the recommendation.

Recommendation Request for Bing Boland


Use this message to request confidential recommendations on behalf of the applicant from one or more recommenders. Your request can include a personal message and materials to aid in their review. Note that you can create one message to request recommendations from multiple recommenders.

Recommender First Name

Recommender Last Name

Recommender Email

+ Add Another Recommender

Deadline ⓘ
 

Message +
[Rich text editor toolbar]

[Text area]

Files ⓘ + Add

- Preview

Send Cancel

Help with Messaging

If you are requesting recommendations from more than one recommender, and you want the message to include a personal salutation, use the variables below to automatically fill in the first and last name of each recommender receiving the message.

Recommender First Name = %LN_First%

Recommender Last Name = %LN_Last%

You can request recommendations from multiple letter writers at once

Recommendation Request for Bing Boland

Use this message to request confidential recommendations on behalf of the applicant from one or more recommenders. Note that you can create one message to request recommendations from multiple recommenders.

Recommender First Name	Recommender Last Name
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
+ Add Another Recommender	

When requesting recommendations from multiple writers, you can use text variables to automatically fill in the first and last name of each letter writer

Message

Dear %LW_First% %LW_Last%,

We would like to request a letter on behalf of Bing Boland who is an applicant for the position of

Files ? + Add

Help with Messaging

If you are requesting recommendations from more than one recommender, and you want the message to include a personal salutation, use the variables below to automatically fill in the first and last name of each recommender receiving the message.

Recommender First Name = %LW_First%

Recommender Last Name = %LW_Last%

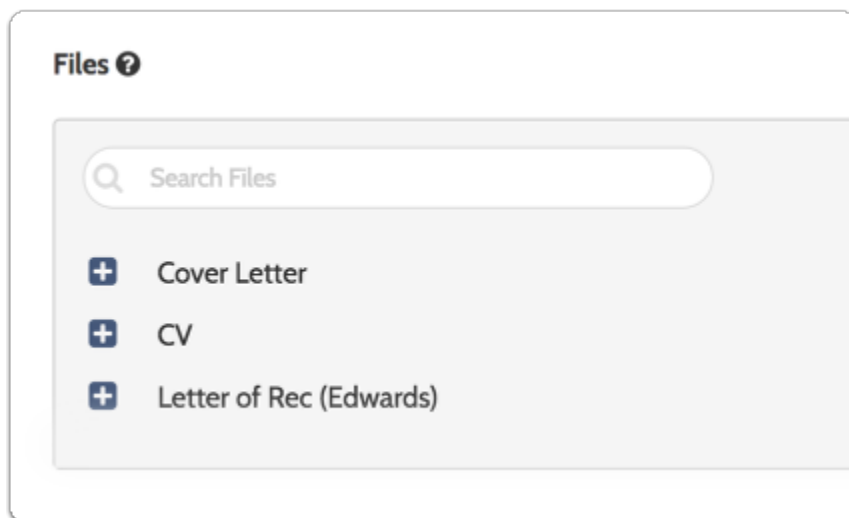
You can also attach files from the materials submitted by the applicant

Click "Add"

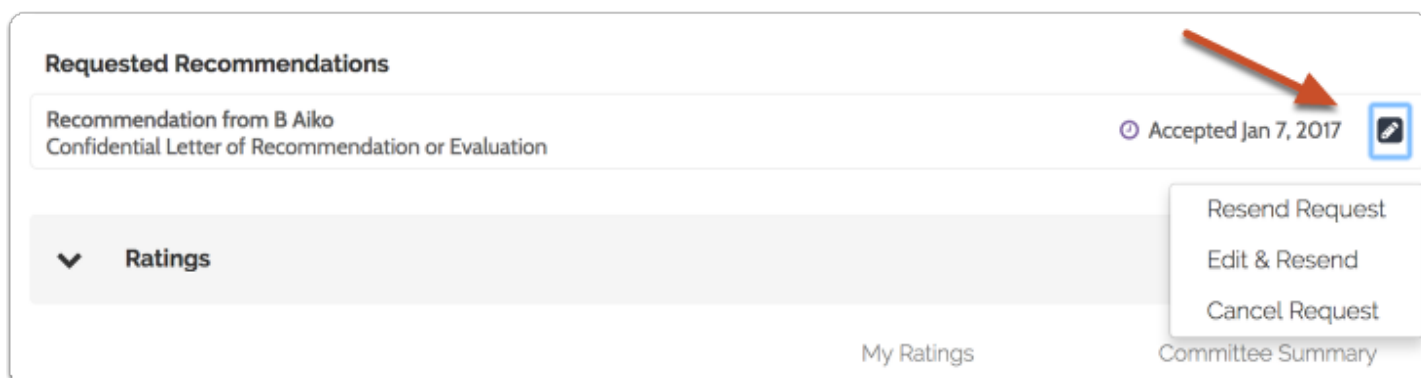
Files ? + Add

Preview

Select a document to include with the request




The request will appear listed in the applicant's document queue. While it is still pending, you can resend, edit and resend, or cancel the request



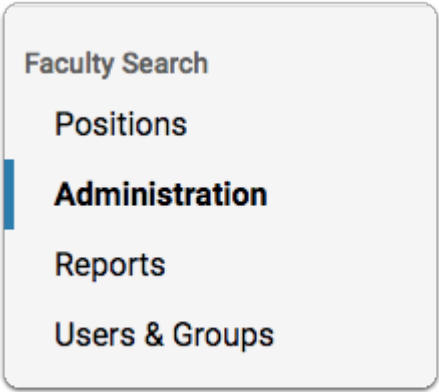
Once received, the recommendation will appear in the "Documents" section of the Applicant Profile page

Mark Applications as Complete

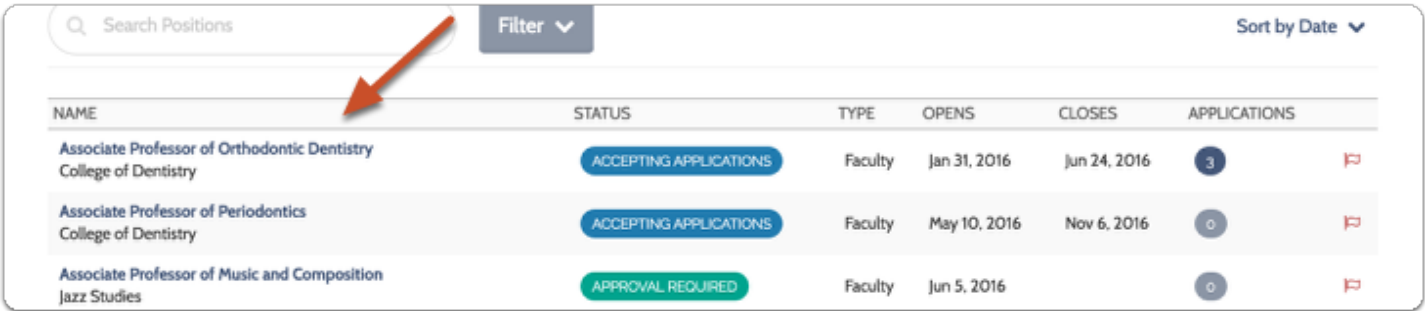
Committee Managers can mark applications as complete once all documents are uploaded and other requirements satisfied in Interfolio Faculty Search.




 You can mark an application as complete, but it will be listed as "Complete Pending Letters" until any outstanding letters of recommendation are received.

Click Positions from the Navigation menu

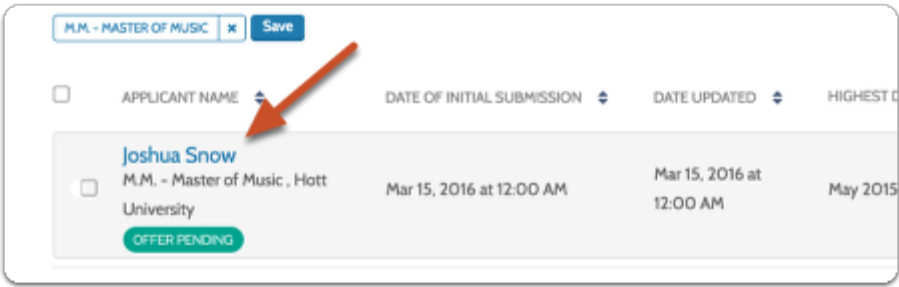


Click the position title

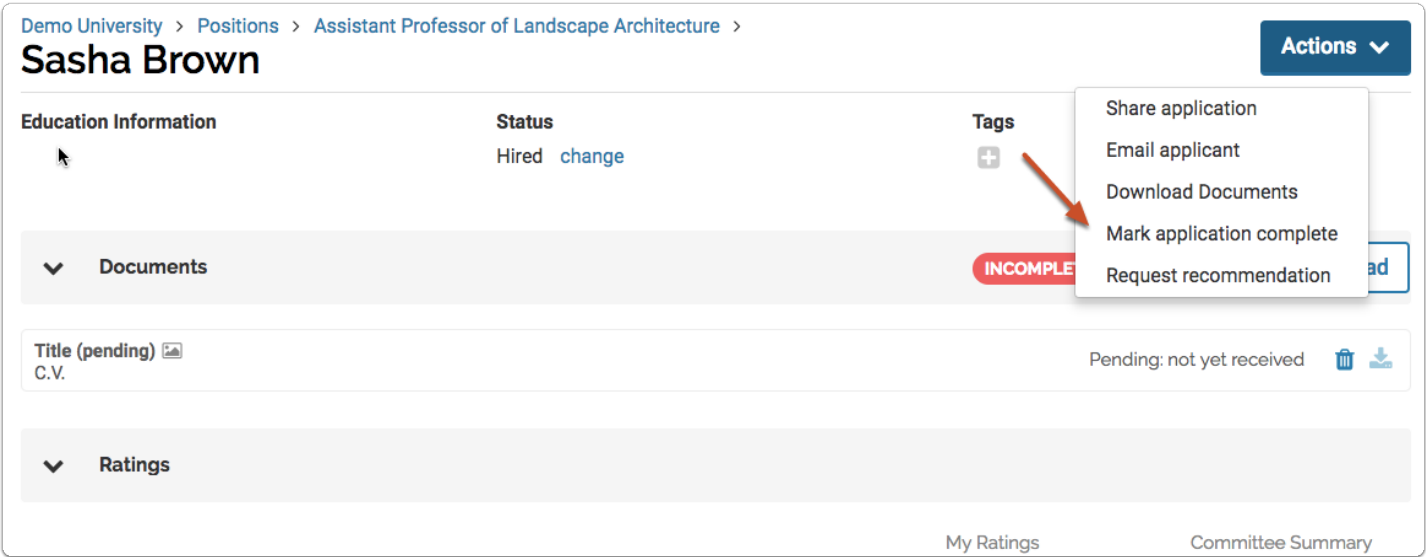


Q Search Positions		Filter ▾	Sort by Date ▾			
NAME	STATUS	TYPE	OPENS	CLOSES	APPLICATIONS	
Associate Professor of Orthodontic Dentistry College of Dentistry	ACCEPTING APPLICATIONS	Faculty	Jan 31, 2016	Jun 24, 2016	3	
Associate Professor of Periodontics College of Dentistry	ACCEPTING APPLICATIONS	Faculty	May 10, 2016	Nov 6, 2016	0	
Associate Professor of Music and Composition Jazz Studies	APPROVAL REQUIRED	Faculty	Jun 5, 2016		0	

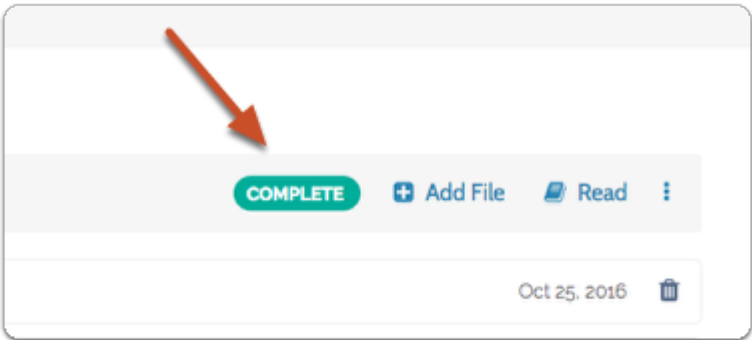
Click the applicant's name to open the Applicant Profile page



Click the Actions button and then select Mark application as complete



The application will then be marked "Complete" on the profile page of the applicant



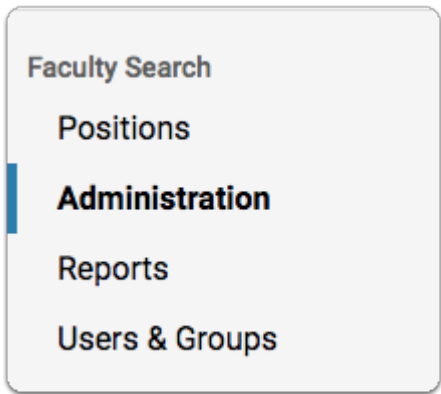


You can mark an application as complete, but it will be listed as "Complete Pending Letters" until any outstanding letters of recommendation are received.

Archive or Unarchive an Application

Committee Managers are able to archive and unarchive applications in Interfolio Faculty Search. Applications can be archived and unarchived from the Applications page.

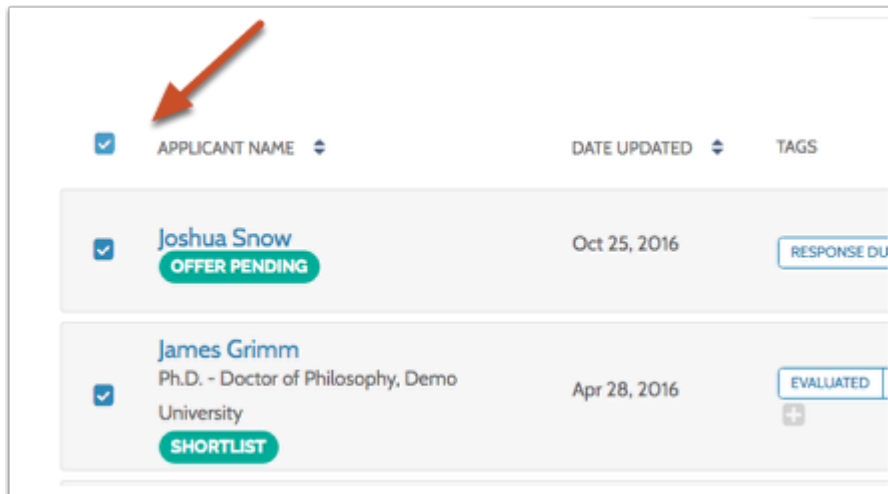
Select positions from the navigation bar



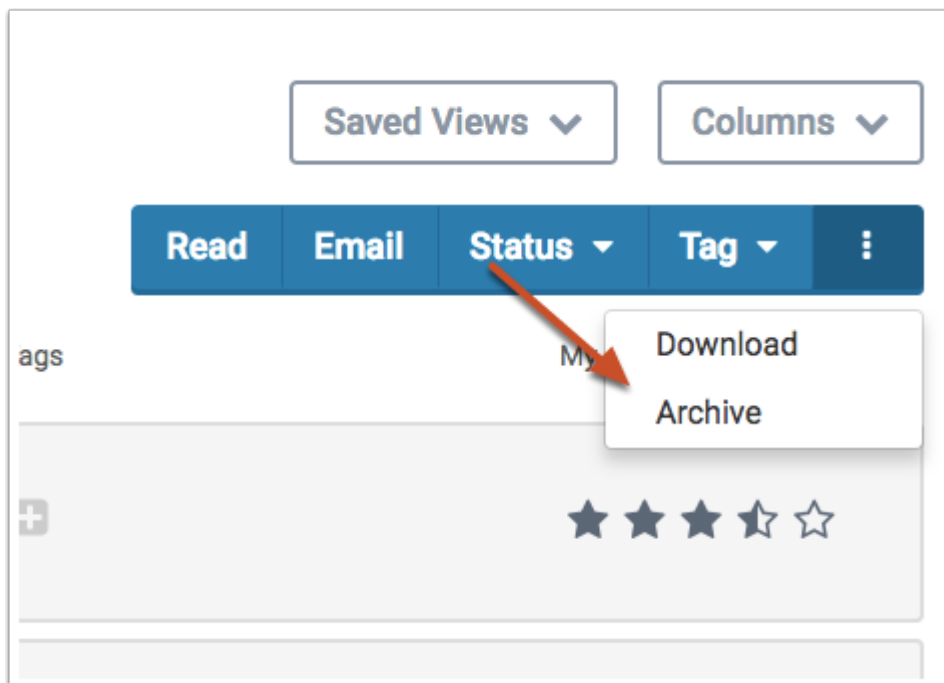
Click the position title to access applications for the position

NAME	STATUS
Associate Professor of Orthodontic Dentistry College of Dentistry	INTERVIEWING FINALISTS
Associate Professor of Periodontics College of Dentistry	ACCEPTING APPLICATIONS

Select the application(s) to archive



Click the "Additional Options" icon (to the right of the page) and select "Archive" to archive the selected applications



To unarchive an application, click the "Filter" button and select "Archived" to the right of the page

This will filter the list to display only archived positions.

APPLICANTS (3 of 3) Add Filter Saved Views Columns

HIGHEST DEGREE EARNED:
No choices available.

APPLICATION STATUS:
☐ Longlist

TAGS:
☐ Interview 5/25

PROGRESS:
☐ Incomplete

RATINGS:
☒ My Rating ☐ Overall
☆☆☆☆☆ No Rating

ARCHIVED:
☒ Yes ☐ No
[Filter by Form Responses](#)

ARCHIVED Save Clear Filters

Select one or more names in the list to unarchive

ARCHIVED Save Clear Filters Read Email Status Tag :

<input checked="" type="checkbox"/>	APPLICANT NAME	DATE UPDATED	TAGS	MY OVERALL RATING
<input checked="" type="checkbox"/>	Joshua Snow OFFER PENDING	Oct 25, 2016	RESPONSE DUE 6/1 WRONG DEGREE	☆☆☆☆☆
<input checked="" type="checkbox"/>	Eric Beamer LONGLIST	Apr 18, 2016	INTERVIEW 5/25	☆☆☆☆☆

Click the "Additional Options" icon (to the right of the page) and select "Unarchive" to unarchive the selected applications

My Ratings Overall Ratings

☆☆☆☆☆ No Rating

Read Email Status Tag :

Download
Unarchive

☆☆☆☆☆

Remember to clear the "Archived" filter to view active applications

Wrong D

ARCHIVED x Save Clear Filters

☒ APPLICANT NAME

DATE UPDATED

TAGS

☐ Jonas Jones
SHORTLIST

Jul 24, 2016

RESPONSE DUE

25 v

Why can't Evaluators see the applicants?

If Evaluators can't see the applications for a position, check to make sure they have been added to the search committee, that the position status allows Evaluators to review applications, and that the position or application has not been archived.

Committee Managers or Administrators must add Evaluators as new users to the system, but these users must also be assigned to the search committee for a position. For more information, see this article on [adding members to a search committee](#).

Also, the position status must allow for Evaluators to review applications. See this article on [position statuses](#).

If the Evaluator has more than one role in the system, they may be viewing the program as the wrong user type. See this article on [how to change user scope](#).

Finally, positions and applications that have been archived will not show up by default on the Positions or Applications pages, so check to make sure your Evaluators are viewing active positions.

See this article (written for Evaluators) for more information on viewing positions ["Don't see the position you are looking for?"](#)

Communicating with Applicants

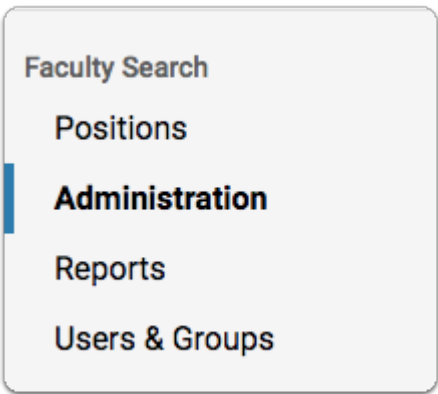
Email Applicants

Committee Managers and Administrators can email applicants individually or in groups, as well as create automated email notifications in Interfolio Faculty Search.

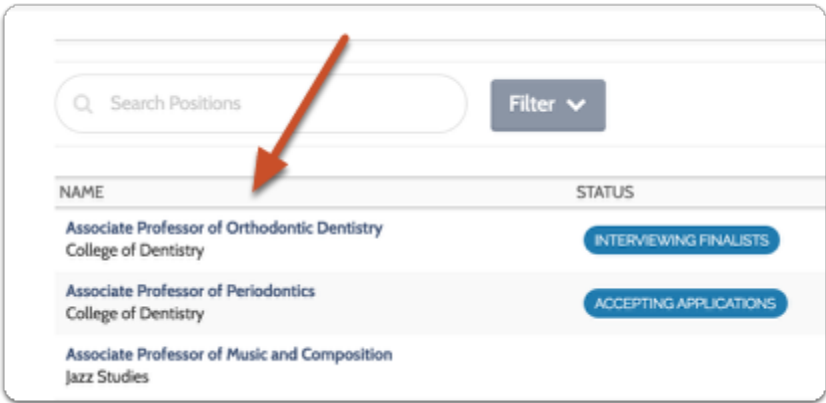
Note: When messaging more than one applicant, recipients will never see the names or email addresses of other applicants being contacted.

Navigate to applications for the position you are managing:


1. Select Positions from the Navigation bar




2. Click the position title to access applications for the position

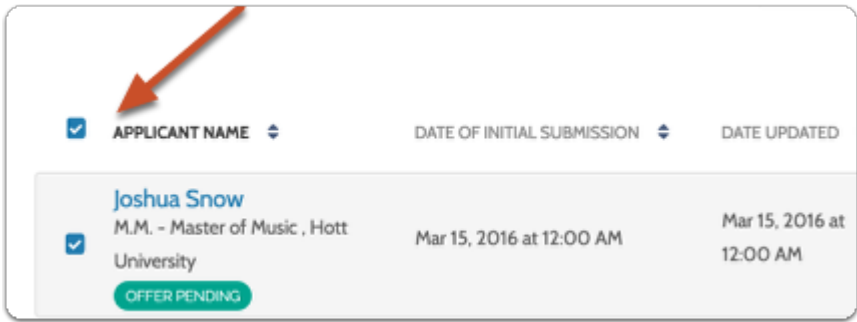


To email multiple applicants at the same time:

 To email a group of applicants, it is best to do so from the Applications page.

1. Check the box next to the name(s) of applicants you want to email

 Note: Selecting "Applicants" at the top of the table will select all applicants in the list.



<input checked="" type="checkbox"/>	APPLICANT NAME	DATE OF INITIAL SUBMISSION	DATE UPDATED
<input checked="" type="checkbox"/>	Joshua Snow M.M. - Master of Music , Hott University OFFER PENDING	Mar 15, 2016 at 12:00 AM	Mar 15, 2016 at 12:00 AM

2. Click "Email" to open a window where you can type your message to all selected applicants

Demo University > Positions >

Assistant Professor of Landscape Architecture

Position Actions

Unit

Status

Opens

Closes

Department of Architectural History

Accepting Applications [change](#)

Sep 1, 2015

Aug 16, 2018

APPLICANTS (5 of 5)

Keyword Search

Filter

Saved Views

Columns

Read

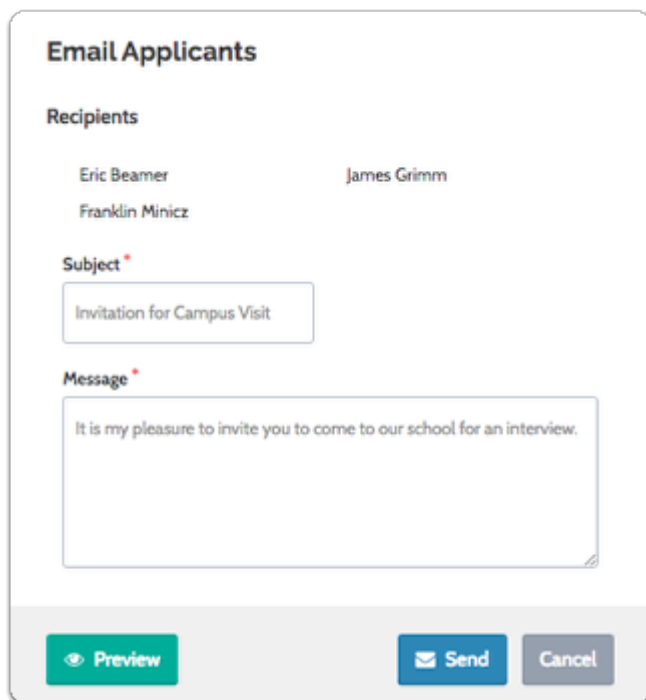
Email

Status

Tag

<input checked="" type="checkbox"/>	Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input checked="" type="checkbox"/>	Sasha Brown INCOMPLETE	Jan 25, 2018	Hired	+	★★★★☆

3. Enter your message, click "Preview" to see how it will appear to the recipients, and send when you are ready



The form is titled "Email Applicants". It has a "Recipients" section with three names: Eric Beamer, James Grimm, and Franklin Minicz. Below this is a "Subject" field with the text "Invitation for Campus Visit". The "Message" field contains the text "It is my pleasure to invite you to come to our school for an interview." At the bottom, there are three buttons: "Preview" (with an eye icon), "Send" (with an envelope icon), and "Cancel".

Email Applicants

Recipients




Eric Beamer James Grimm
Franklin Minicz

Subject *

Invitation for Campus Visit

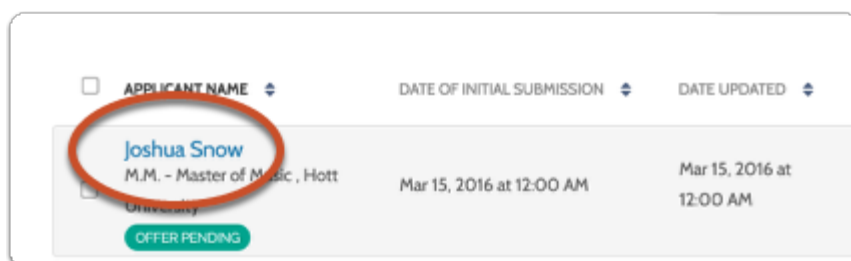
Message *

It is my pleasure to invite you to come to our school for an interview.


 Preview  Send  Cancel

To send an email to just one applicant from the "Applicant Profile" page:

1. Click the applicant's name to open their "Applicant Profile"



The table has three columns: "APPLICANT NAME", "DATE OF INITIAL SUBMISSION", and "DATE UPDATED". The first row shows "Joshua Snow" with a red circle around his name, "M.M. - Master of Music, Hott", "Mar 15, 2016 at 12:00 AM", and "Mar 15, 2016 at 12:00 AM". Below the name is a green button labeled "OFFER PENDING".

<input type="checkbox"/> APPLICANT NAME	DATE OF INITIAL SUBMISSION	DATE UPDATED
<input type="checkbox"/> Joshua Snow M.M. - Master of Music, Hott University 	Mar 15, 2016 at 12:00 AM	Mar 15, 2016 at 12:00 AM

2. Click on the Actions button and select Email applicant

The screenshot displays the Interfolio Faculty Search interface for a candidate named Sasha Brown. The breadcrumb trail at the top reads: Demo University > Positions > Assistant Professor of Landscape Architecture >. The candidate's name, Sasha Brown, is prominently displayed. Below the name, there are sections for Education Information, Status (Hired, with a change link), and Tags (+). A red 'INCOMPLETE' badge is visible. The 'Actions' button is highlighted with a blue border and a dropdown arrow. The dropdown menu is open, showing five options: 'Share application', 'Email applicant' (highlighted with a red arrow), 'Download Documents', 'Mark application complete', and 'Request recommendation'. Below the Actions menu, there is a 'Documents' section with a dropdown arrow and a 'Title (pending)' entry with a C.V. icon. At the bottom right, it says 'Pending: not yet received' with trash and download icons.

About applicant notification message templates:

[See here for more information on creating message templates.](#)

Create and Manage Message Templates

Committee Managers and Administrators can create message templates that notify applicants when the status of a position or application changes.

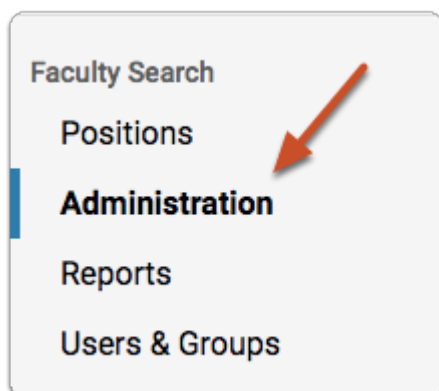
Message templates are created on the "Administration" page. When changing the status of an applicant or position, you can select one of the message templates you've created and send it out to applicants notifying them of the change. Of course, you will always have the opportunity to edit and confirm messages before you send them.

See here for [a list of sample message templates](#).

This article explains:

1. How to create message templates to notify applicants of changes in the status of a position or application
2. How to use the message templates you create to notify applicants of a change in application or position status

1. From the navigation bar, select the Administration option



2. Open the "Message Templates" tab of the "Administration" page

Demo University >

Administration

Settings for:

Demo University

Statuses

Messages Templates

EEO Information

Application Forms

Permissions

Logo

Settings

Statuses

Position Status

Actions

Position statuses indicate the current state of a position in the search process and can be used to set permissions for committee members and applicants.

Enable Position Status Creation

Disable Position Status Creation

Accepting Applications

Reviewing Applications

Interviewing Finalists

Under Final Review

3. Click "Add" to create a new message template

⚙️ Demo University >

Administration

Settings for:

Demo University

Statuses

Messages Templates

EEO Information

Application Forms

Permissions

Logo

Settings

Templates

+ Add

Customize messages to send to applicants when the status of a position or application changes. Templates can be used at this and any unit below. You will have the opportunity to edit and confirm messages before sending them.

Search by subject or unit name

Subject	Created at	Actions
Interview invitation	Demo University	<div><div></div><div></div></div>
Invitation for Interview	Department of Geriatric Nursing	<div><div></div><div></div></div>

4. Enter the message information including the "from name," the "reply to" email address, a subject, and the message text

[illegible]

The messages you create will appear when you make a change in the status of a position or application:

For example, let's say you want to send a message to all applicants thanking them and letting them know that you are now reviewing applications. You will be changing the status of the position from "Accepting Applications," to "Reviewing Applications."

1. Open the "Applications" page of the position and select all applicants in the list

Demo University > Positions >

Assistant Professor of Landscape Architecture

Position Actions

Unit

Department of Architectural History

Status

Accepting Applications [change](#)

Opens

Sep 1, 2015

Closes

Aug 16, 2018

APPLICANTS (5 of 5)

Keyword Search

Filter

Saved Views

Columns

Read

Email

Status

Tag

<input checked="" type="checkbox"/>	Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input checked="" type="checkbox"/>	Sasha Brown INCOMPLETE	Jan 25, 2018	Hired	+	★★★★☆
<input checked="" type="checkbox"/>	Jane Doe INCOMPLETE	Nov 11, 2015	Shortlist	+	☆☆☆☆☆
<input checked="" type="checkbox"/>	Kristen Rivera	Mar 1, 2018	Interview	+	☆☆☆☆☆

2. Click to change the status of the position

Demo University > Positions >

Assistant Professor of Landscape Architecture

Position Actions ▾

Unit	Status	Opens	Closes
Department of Architectural History	Accepting Applications change	Sep 1, 2015	Aug 16, 2018

APPLICANTS (5 of 5)

Keyword Search

Reviewing Applications
Interviewing Finalists
Position Closed

Saved Views ▾ Columns ▾

Read Email Status ▾ Tag ▾ ⋮

<input checked="" type="checkbox"/>	Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input checked="" type="checkbox"/>	Sasha Brown INCOMPLETE	Jan 25, 2018	Hired	+	★★★★☆
<input checked="" type="checkbox"/>	Jane Doe INCOMPLETE	Nov 11, 2015	Shortlist	+	☆☆☆☆☆

3. Click to send a message to applicants with the change

Change Status ✕

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

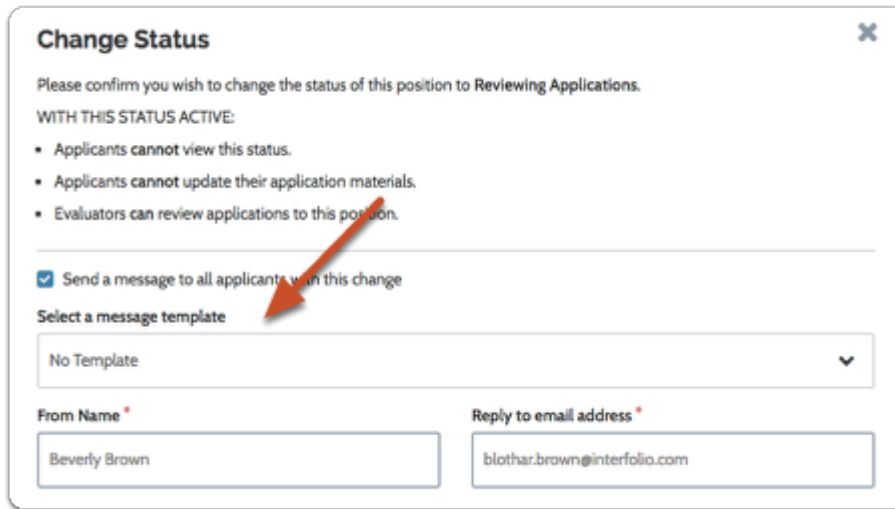
WITH THIS STATUS ACTIVE:

- 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 Cancel

4. Click to open the list of available message templates



Change Status ✕

Please confirm you wish to change the status of this position to **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

Select a message template

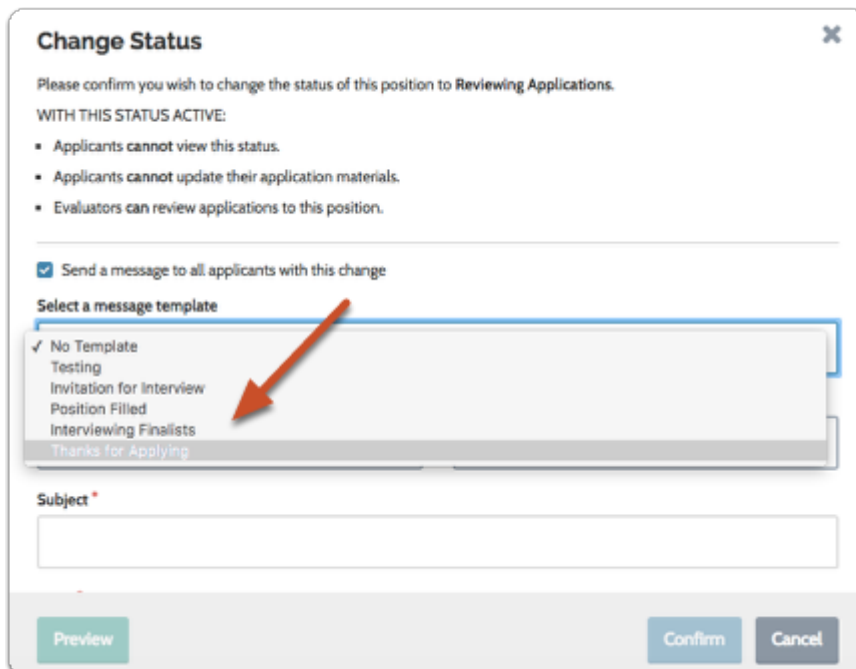
No Template ▼

From Name *

Reply to email address *

An orange arrow points to the 'Select a message template' dropdown menu.

5. Select the template from the list



Change Status ✕

Please confirm you wish to change the status of this position to **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

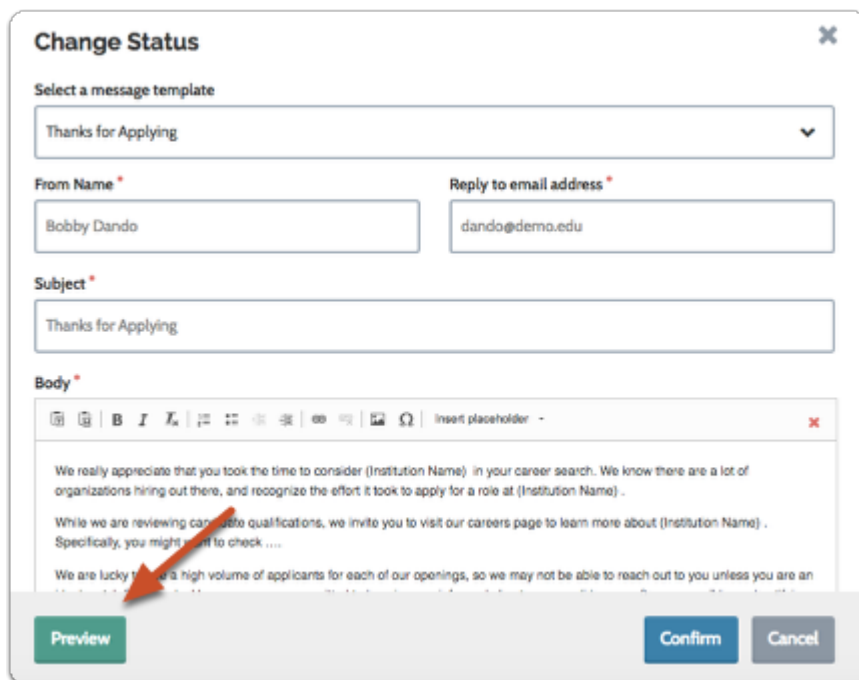
Select a message template

- ✓ No Template
- Testing
- Invitation for Interview
- Position Filled
- Interviewing Finalists
- Thanks for Applying

Subject *

An orange arrow points to the 'Testing' option in the message template list.

6. Confirm the message and make any necessary changes. Click "preview" to see how the message will appear to recipients.



Change Status [X]

Select a message template

Thanks for Applying [v]

From Name * Bobby Dando

Reply to email address * dando@demo.edu

Subject * Thanks for Applying

Body *

[Rich Text Editor]

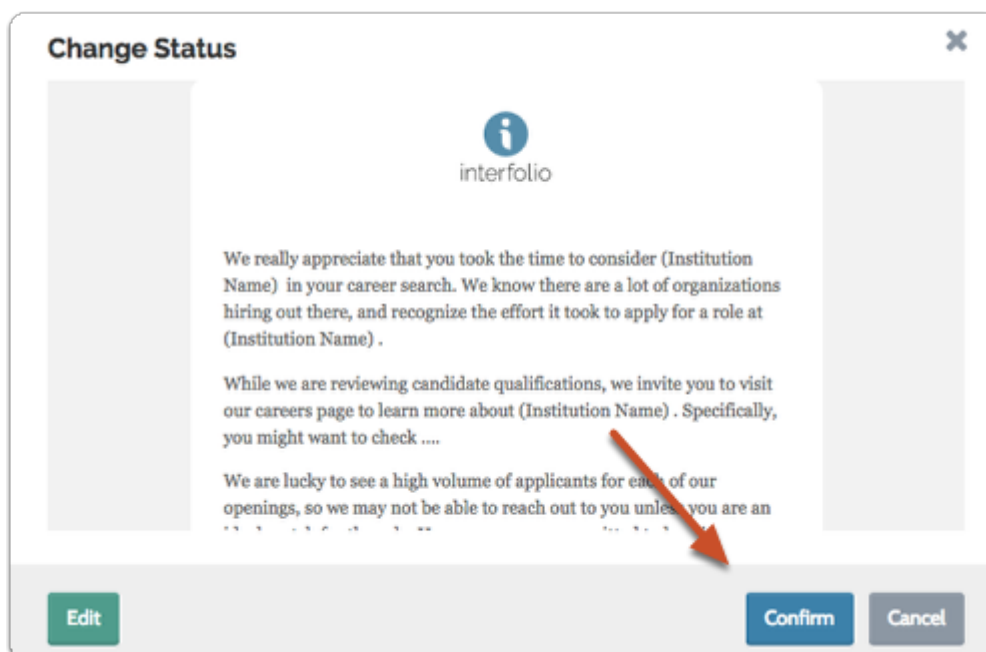
We really appreciate that you took the time to consider (Institution Name) in your career search. We know there are a lot of organizations hiring out there, and recognize the effort it took to apply for a role at (Institution Name) .

While we are reviewing candidate qualifications, we invite you to visit our careers page to learn more about (Institution Name) . Specifically, you might want to check

We are lucky to see a high volume of applicants for each of our openings, so we may not be able to reach out to you unless you are an

[Preview] [Confirm] [Cancel]

7. Click "Confirm" to send the message, or "Edit" to make changes



Change Status [X]

interfolio

We really appreciate that you took the time to consider (Institution Name) in your career search. We know there are a lot of organizations hiring out there, and recognize the effort it took to apply for a role at (Institution Name) .

While we are reviewing candidate qualifications, we invite you to visit our careers page to learn more about (Institution Name) . Specifically, you might want to check

We are lucky to see a high volume of applicants for each of our openings, so we may not be able to reach out to you unless you are an

[Edit] [Confirm] [Cancel]

For application statuses, the process is the same:

For example, let's say you want to send a message to only some applicants inviting them to an interview.

1. On the applications page, select the applicants you want to notify

Demo University > Positions >

Assistant Professor of Landscape Architecture

Position Actions

Unit

Department of Architectural History

Status

Accepting Applications

change

Opens

Sep 1, 2015

Closes

Aug 16, 2018

APPLICANTS

(5 of 5)

Keyword Search

Filter

Saved Views

Columns

Read

Email

Status

Tag

<input type="checkbox"/>	Applicant Name	Date Updated	Applicant Status	Tags	Overall Rating
<input checked="" type="checkbox"/>	Sasha Brown INCOMPLETE	Jan 25, 2018	Hired	+	★ ★ ★ ★
<input type="checkbox"/>	Jane Doe INCOMPLETE	Nov 11, 2015	Shortlist	+	★ ★ ★ ★
<input checked="" type="checkbox"/>	Kristen Rivera INCOMPLETE	Mar 1, 2018	Interview	+	★ ★ ★ ★ ★

New

Longlist

Shortlist

Interview

Offer Pending

Hired

Remove Status

2. Select the new application status

The screenshot shows the 'Assistant Professor of Landscape Architecture' position page. The status is 'Accepting Applications' with a 'change' link. The 'APPLICANTS' section shows 5 of 5 applicants. A dropdown menu is open for the 'Status' column, showing options: New, Longlist, Shortlist, Interview, Offer Pending, Hired, and Remove Status. An arrow points to the 'Status' dropdown button.

Unit	Status	Opens	Closes
Department of Architectural History	Accepting Applications change	Sep 1, 2015	Aug 16, 2018

APPLICANTS (5 of 5)

Keyword Search Filter

Saved Views Columns

Read Email **Status** Tag

<input type="checkbox"/>	Applicant Name	Date Updated	Applicant Status	Tags	Overall Rating
<input checked="" type="checkbox"/>	Sasha Brown INCOMPLETE	Jan 25, 2018	Hired	<input type="button" value="+"/>	★ ★ ★ ★
<input type="checkbox"/>	Jane Doe INCOMPLETE	Nov 11, 2015	Shortlist	<input type="button" value="+"/>	★ ★ ★ ★
<input checked="" type="checkbox"/>	Kristen Rivera INCOMPLETE	Mar 1, 2018	Interview	<input type="button" value="+"/>	★ ★ ★ ★ ★

3. Confirm the change and select "Send message to selected applicants with this change"

The 'Change Status' dialog box is shown. It contains a confirmation message, a list of consequences for the new status, and a checkbox for sending a message to selected applicants. An arrow points to the checkbox.

Change Status

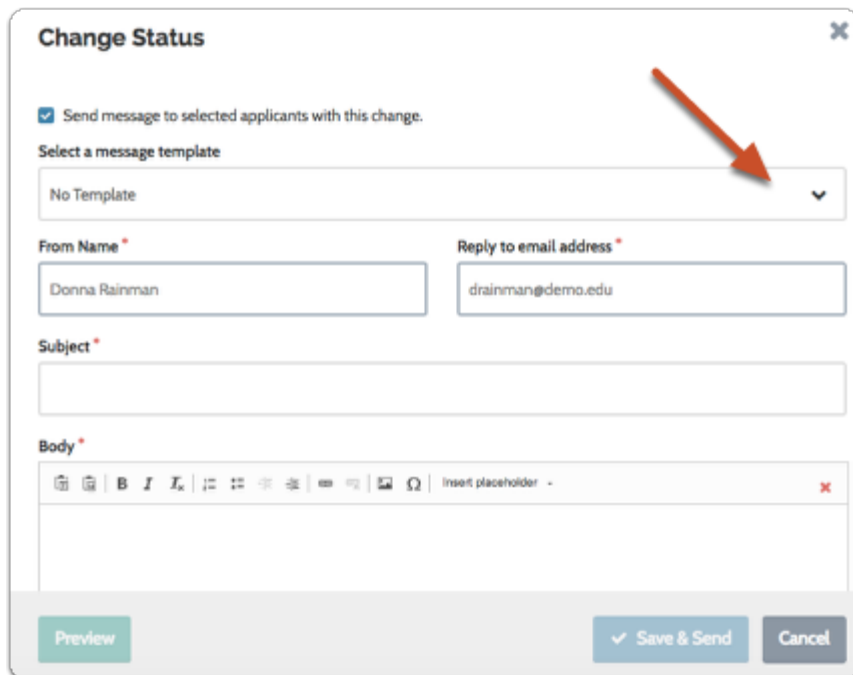
Please confirm you wish to change the status of the selected applications to Interview.

With this status active:

- Applicants cannot view this status.
- Applicants cannot update their application materials.

☐ Send message to selected applicants with this change.

4. Select the message template from the drop down list as shown below:



Change Status [X]

☒ Send message to selected applicants with this change.

Select a message template

No Template [v]

From Name* Donna Rainman

Reply to email address* drainman@demo.edu

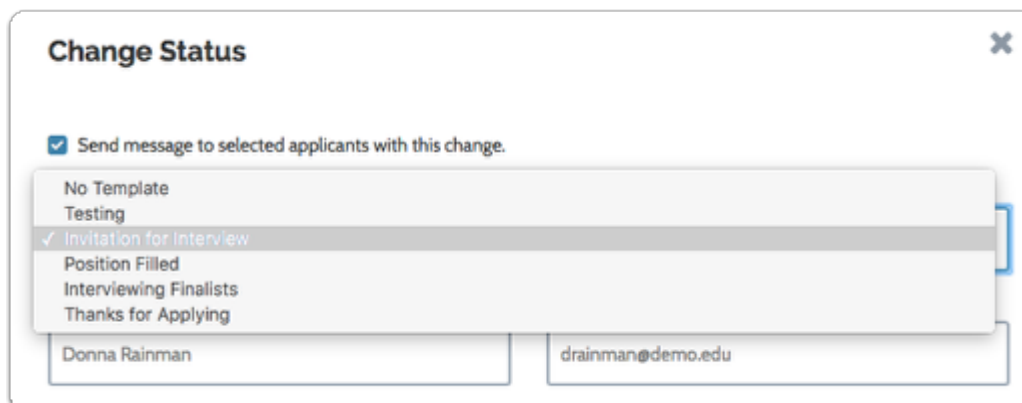
Subject*

Body*

[Rich Text Editor]

Preview [Save & Send] [Cancel]

A red arrow points to the dropdown arrow of the 'No Template' message template selection.



Change Status [X]

☒ Send message to selected applicants with this change.

No Template
Testing
✓ Invitation for Interview
Position Filled
Interviewing Finalists
Thanks for Applying


Donna Rainman

drainman@demo.edu

The dropdown menu is open, showing a list of message templates. 'Invitation for Interview' is selected with a checkmark.

5. Click "Preview" to see how the message will appear to the applicant, and send when you are ready

Change Status


interfolio

Hello,

Thank you for your response/speaking with me. Per your email/our conversation, you are confirmed for your interview for the POSITION TITLE position. You will be interviewing on DATE and TIME Pacific. You will be meeting with Interviewers for Duration.

Your interview will be held at 1100 Eastlake Ave E. When you enter the building for your interview, please tell the reception/security desk to call extension x XXXX and PERSON ESCORTING will meet you for the interview.

Edit

✓ Save & Send

Cancel

💡 See here for [a list of sample message templates.](#)