

Evaluator's Guide to Faculty Search

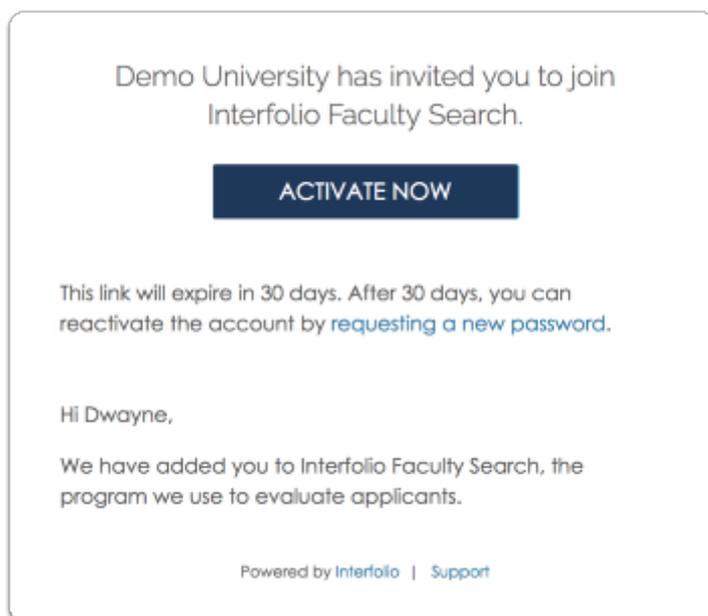
Interfolio Faculty Search provides faculty members and staff with a set of tools specifically designed to facilitate academic committee work. When its time to hire faculty or consider fellowship applications, evaluators can easily access and review applicant materials and participate in committee activities on-line with Faculty Search.

 You can generate and download a PDF version of this article from the left sidebar of this page.

Getting started:

If you do not already have an Interfolio account, you will get an email inviting you to activate your free account

Click "Activate Now" in the invitation email.



Set your password, agree to our terms of service and click "Activate Account" to access Faculty Search

Activate Account

Your account is almost ready! Please enter a password to finish activating your account.

Email Address

derrol@demo.edu

First Name *

Dwayne

Last Name *

Errol

Password *

Show Password

I agree to Interfolio's [Terms of Service](#).

Activate Account

If you already have an account with us, your invitation email will take you to your account to sign in

Demo University has invited you to join Interfolio
Faculty Search.

ACCESS NOW

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

Samantha,

You have been assigned to review applications for the position of Associate Professor of Music. We have added you to Interfolio Faculty Search the program we use for academic hiring. If you have questions...

Powered by [Interfolio](#) | [Support](#)

Sign into your account

You can sign in to the program with your email and password, your Google account, or using your institutional ID.

Sign In

Sign in with email

Email *

Password *

Sign In

[Forgot your password?](#)

Don't have an account?
Use Interfolio's suites of services to simplify your academic life.
[Create an account](#)

Or sign in with:

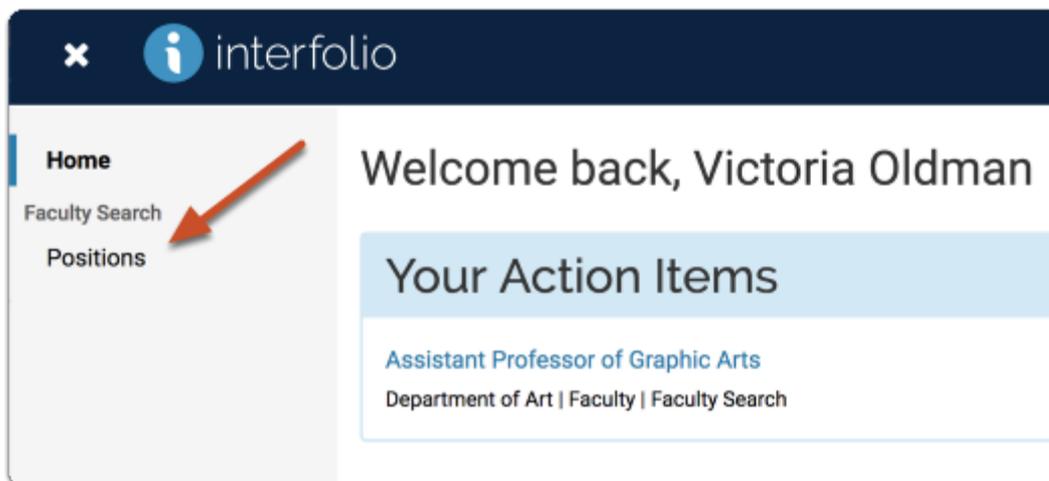
[Partner Institution](#)

 [Google](#)

Viewing the list of positions:

Click "Positions" in the left hand menu to see a list of positions you have been assigned to evaluate

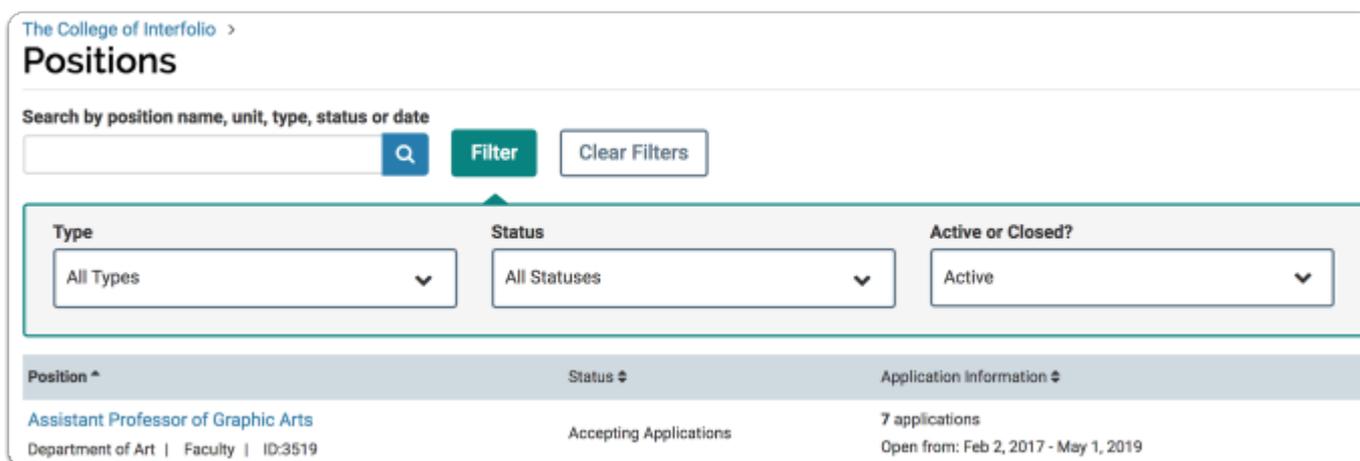
Alternatively, you can click the name of a particular position in your list of action items to open it.



Positions are listed in a table that displays the position name, status, type, and open and close dates

The positions to which you have access will display in a table that lists:

- **Position:** The name or title of the position you are trying to fill such as "Associate Professor..."
 - Beneath the position title you will see the department, position type (faculty, fellowship, staff, etc), and position ID number
- **Status:** The position status describes the current state of the search, such as; "Accepting Applications," "Under Review", etc.
- **Application Information:** The number of applications for the position and the open and close dates indicating when a position is open or closed to new applications



Position list management:

We have features to help you search, sort, and organize the list of positions you have been assigned to evaluate.

- **Search:** You can search for a particular position by name, unit, position type, status or date
- **Filter:** You can also filter the list to only display positions of a particular type, status, or limit the display to either active or closed positions

The College of Interfolio >

Positions

Search by position name, unit, type, status or date

Type: All Types | Status: All Statuses | Active or Closed?: Active

Position ^	Status ⇅	Application Information ⇅
Adjunct Professor of English Department of English Faculty ID:4082	Accepting Applications	1 applications Opens: Jul 3, 2018
Assistant Professor of Graphic Arts Department of Art Faculty ID:3519	Accepting Applications	7 applications Open from: Feb 2, 2017 - May 1, 2019
Assistant Professor Painting and Printmaking Department of Washington DC Sports Temporary Help ID:3761	Reviewing Applicants	0 applications Open from: Mar 15, 2017 - Jun 21, 2019
Creative Writing Fellow in Poetry Department of English Fellowship ID:3526	Accepting Applications	0 applications Opens: Jan 16, 2018

Viewing the list of applicants:

Click the position title to access the applications for a position

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Positions

Search by position name, unit, type, status or date

Type: All Types | Status: All Statuses

Position ^

[Adjunct Professor of English](#)
Department of English | Faculty | ID:4082

[Assistant Professor of Graphic Arts](#)
Department of Art | Faculty | ID:3519



Applications are listed in a table that displays the applicant name, the date the application was last updated, the applicant status, and if permissions allow; tags and a rating summary

At the top of the page you will see the unit where the position is posted, the current position status and open and close dates.

The applications display in a table that lists:

- **Applicant name:** click the applicant's name to open their application and view their application materials, or check the box next to the name to select more than one applicant.
- **Application Status:** The application status describes the place of the applicant in the search process, such as; "Add to Shortlist," "Not Competitive," "Invited for Interview," etc.
- **Tags:** Tags are short bits of text tags that can be used to sort or mark applications for a variety of purposes. If permissions allow you can create tags and view tags added by others to applications.
- **Rating:** If permissions allow you can rate applicants on custom criteria using a five star scale. Depending on the settings for the position, you may be able to see your overall rating listed here.

💡 The applicant list can get quite long. For more information on the features we have for managing a large applicant pool see below [Organizing the Applicant List](#).

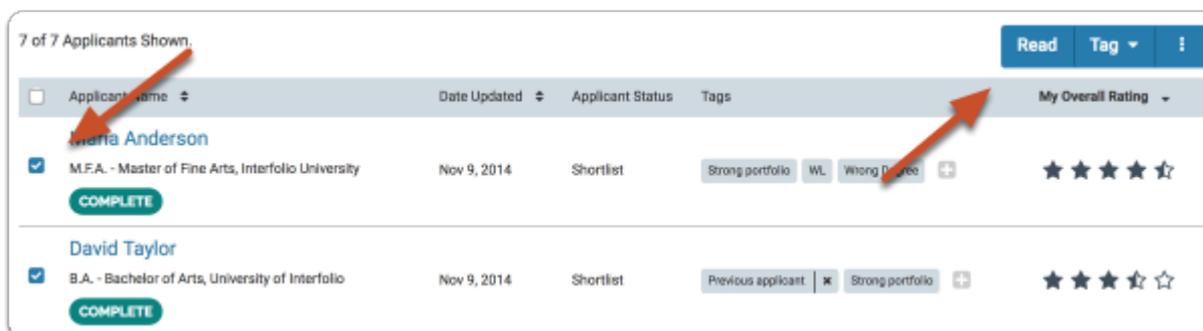
The screenshot shows the Interfolio interface for a position titled "Assistant Professor of Graphic Arts". At the top, it indicates the unit is "Department of Art" and the status is "Accepting Applications". The position opens on "Feb 2, 2017" and closes on "May 1, 2019". Below this, there is a search bar for applicants, a "Filter" dropdown, "Saved Views", and "Columns" options. A table lists 7 of 7 applicants. The first applicant, Maria Anderson, is shown with her name, degree (M.F.A. - Master of Fine Arts, Interfolio University), date updated (Nov 9, 2014), status (Shortlist), tags (Strong portfolio, WL, Wrong Degree), and a five-star rating. A "COMPLETE" button is visible below her name.

Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input type="checkbox"/> Maria Anderson	Nov 9, 2014	Shortlist	Strong portfolio WL Wrong Degree	★★★★☆

Reviewing application materials on-line:

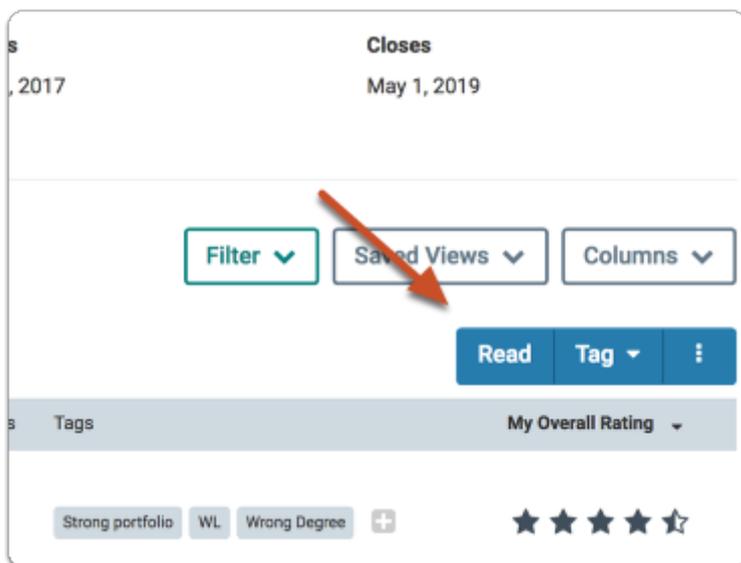
Check the name of one or more applicants in the list to review their submitted materials

 Selecting a name or names from the list opens a new set of buttons on the page.



7 of 7 Applicants Shown						Read	Tag	⋮		
<input type="checkbox"/>	Applicant Name	Date Updated	Applicant Status	Tags		My Overall Rating				
<input checked="" type="checkbox"/>	Marena Anderson M.F.A. - Master of Fine Arts, Interfolio University	Nov 9, 2014	Shortlist	Strong portfolio WL Wrong Degree		★	★	★	★	★
COMPLETE										
<input checked="" type="checkbox"/>	David Taylor B.A. - Bachelor of Arts, University of Interfolio	Nov 9, 2014	Shortlist	Previous applicant Strong portfolio		★	★	★	★	★
COMPLETE										

Click "Read" in the upper right corner of the page to view selected applications in your browser



Closes
May 1, 2019

Filter Saved Views Columns

Read Tag ⋮

Tags My Overall Rating

Strong portfolio WL Wrong Degree

★ ★ ★ ★ ☆

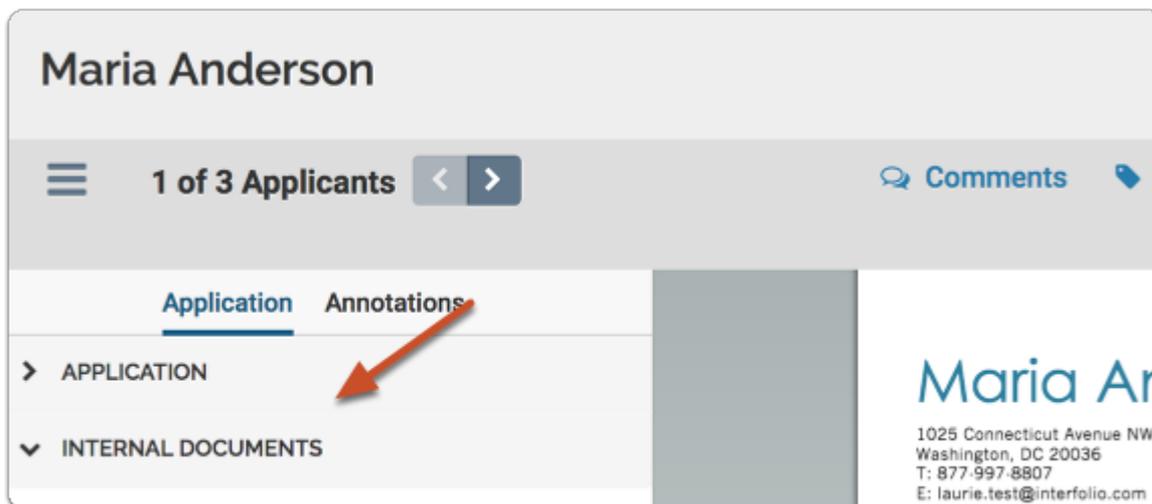
Review applications on-line using our materials viewer

Application materials open in Interfolio's materials viewer within your browser. You can scroll through the applications, search for terms in .pdf documents that are part of the application,

and if permissions allow, you can leave comments, tags, and give applicants a rating on pre-defined criteria.



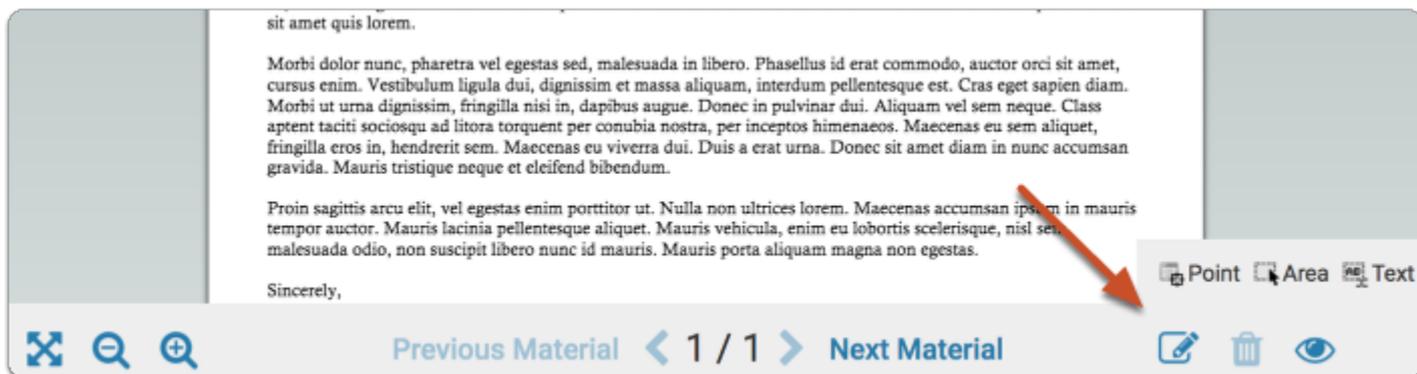
Materials submitted by the applicant appear bookmarked as application materials. If internal documents have been added to the application by the committee, these are bookmarked in the viewer as well.



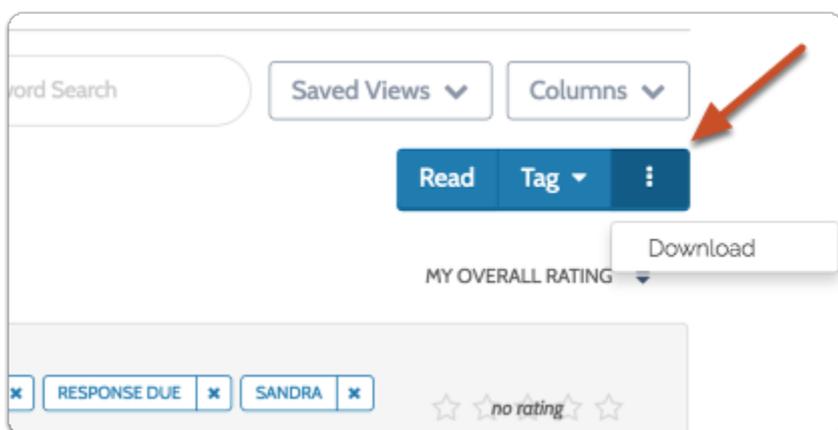
You can leave notes/annotations on the material from the lower right of the viewer

i Only you can view the notes you leave on an application.

- Point notes are virtual stickies that point to something in the document
- Area notes allow you to select a section of text in a document
- Text notes highlight passages of selected text



Click the "More Options" icon and select "Download" to save PDF copies of all selected applications



Application list management:

The list of applications for a position is often very long. We have features to help you search, sort, organize, and customize the list of applicants. We also allow you to save your views of the list so you can recall your work when going through applications.

- **Search:** You can search for a particular position by name, unit, position type, status or date
- **Filter:** You can also filter the list to only display positions of a particular type, status, or limit the display to either active or closed positions

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Positions

Search by position name, unit, type, status or date

Type: All Types | Status: All Statuses | Active or Closed?: Active

Position *	Status †	Application Information ‡
Adjunct Professor of English Department of English Faculty ID:4002	Accepting Applications	1 applications Opens: Jul 3, 2018
Assistant Professor of Graphic Arts Department of Art Faculty ID:3519	Accepting Applications	7 applications Open from: Feb 2, 2017 - May 1, 2019
Assistant Professor Painting and Printmaking Department of Washington DC Sports Temporary Help ID:3761	Reviewing Applicants	0 applications Open from: Mar 15, 2017 - Jun 21, 2019
Creative Writing Fellow in Poetry Department of English Fellowship ID:3526	Accepting Applications	0 applications Opens: Jan 16, 2018

The Applicant Profile:

Click the name of an applicant to view that applicant's profile page

<input type="checkbox"/> Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input type="checkbox"/> Drea Bewl INCOMPLETE	Oct 3, 2017			☆☆☆☆
<input type="checkbox"/> Francine Billings INCOMPLETE	Oct 2, 2017			☆☆☆☆

From the profile page you can view and add tags to the application (if enabled), and access application materials (click the name of a file to open it, or click to download the material)

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 [🗑️](#) [📄](#)

Ratings

	My Ratings	Committee Summary
Average	★ ★ ★ ☆ ☆	★ ★ ★ ☆ ☆
Quality of Research	★ ★ ★ ☆ ☆ +	★ ★ ★ ☆ ☆
Quality of Teaching	★ ★ ☆ ☆ ☆ +	★ ★ ☆ ☆ ☆
Scholarship	★ ★ ★ ☆ ☆ +	★ ★ ★ ☆ ☆

If enabled, you may be able to rate the applicant, and leave comments and notes on the application

The screenshot displays an application evaluation interface. At the top, there are two recommendation cards: "Recommendation from B Aiko" (Accepted Jan 9, 2017) and "Recommendation from Rebecca Stone" (Received Jan 9, 2017). Below these is a "Ratings" section with a dropdown menu. The ratings are organized into two columns: "My Ratings" and "Committee Summary". The categories being rated are Average, Teaching, Scholarship, and Research. Each category has a star rating system. Below the ratings is a "Comments" section with an "Add Comment" button. A comment by Stephanie Bigsley from Jan 8, 2017, is visible, stating "This is a strong application." At the bottom, there is a "Notes" section with an "Add Note" button.

You can click "Read" to open the application in our materials viewer, or "Download" to save the application materials

The screenshot shows a document management interface. At the top, there is a "Documents" section with a dropdown menu. To the right of the documents list, there is a red "INCOMPLETE" status indicator and two buttons: "Add File" and "Read". Below the documents list, a document titled "Title (pending)" is shown with a subtitle "C.V.". To the right of the document title, there is a status "Pending: not yet received" and two icons: a trash can and a download icon. A red arrow points to the "Add File" button.

Organizing the Applicant List:

Tagging Applications

If your institution allows it, you can add and create tags to attach to an application. Tags are bits of text you can use to help identify, sort, and mark applications.

1. With one or more applicants selected in the list, click the "Tag" button and select an existing tag or create a new one
2. By default, tags will appear listed in the applicant table (See below for instructions on configuring the columns displayed in the list)

						Read	Email	Status ▾	Tag ▾	⋮
<input type="checkbox"/>	Applicant Name ▾	Date Updated ▾	Applicant Status	Tags	My Overall Rating ▾					
<input checked="" type="checkbox"/>	Sasha Brown INCOMPLETE	Jan 25, 2018	Hired	<input type="button" value="+"/> 2	★★★★☆					
<input type="checkbox"/>	Jane Doe INCOMPLETE	Nov 11, 2015	Shortlist	<input type="button" value="+"/> 1	☆☆☆☆					

Filtering the list of applicants

Click the "Filter" button at the top of the list to open a set of options for filtering the list. You can filter the list of applications by data points including highest degree earned, application status, tags, ratings, or completion status.

APPLICANTS (3 of 3)

HIGHEST DEGREE EARNED: Ph.D. - Doctor of Philosophy

APPLICATION STATUS: Shortlist

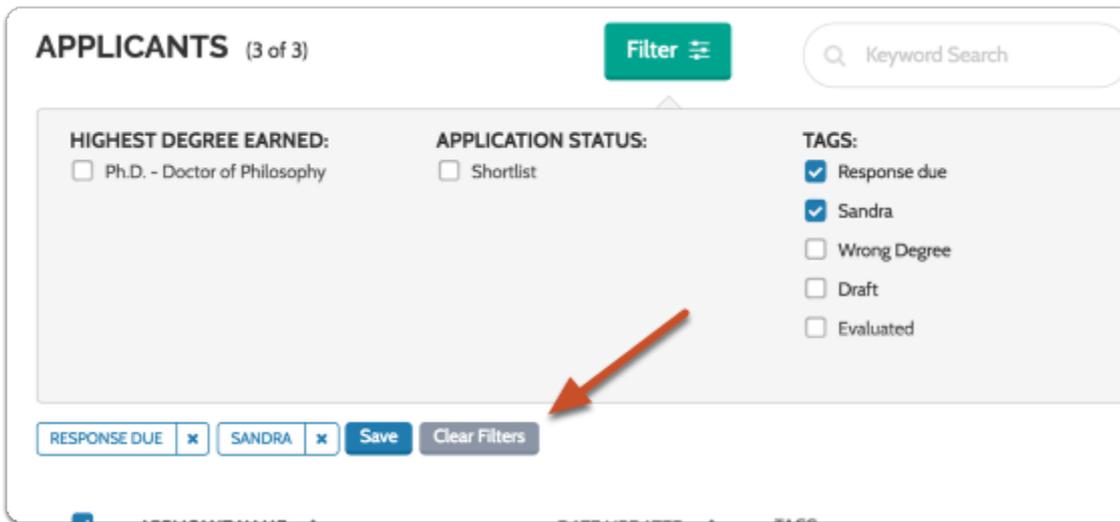
TAGS: Response due
 Sandra
 Wrong Degree
 Draft
 Evaluated

COMPLETE:

MY RATING: ☆☆☆☆☆ no rating

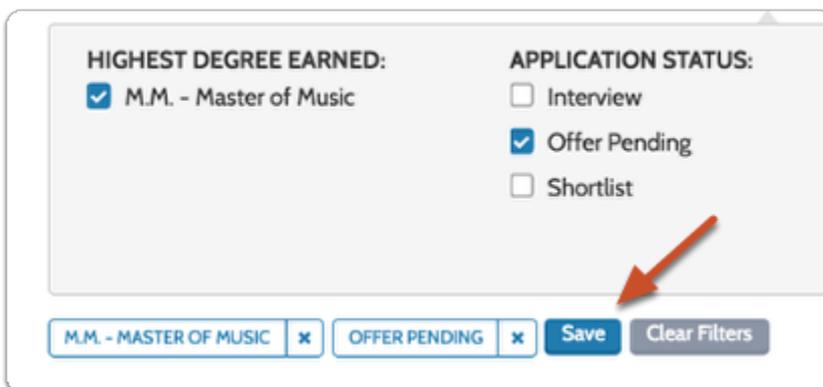
i The list will be filtered according to your settings and the filters will appear above the list.

💡 Note that you can easily remove the filters you add either one at a time, or by hitting the button tagged "Clear Filters."

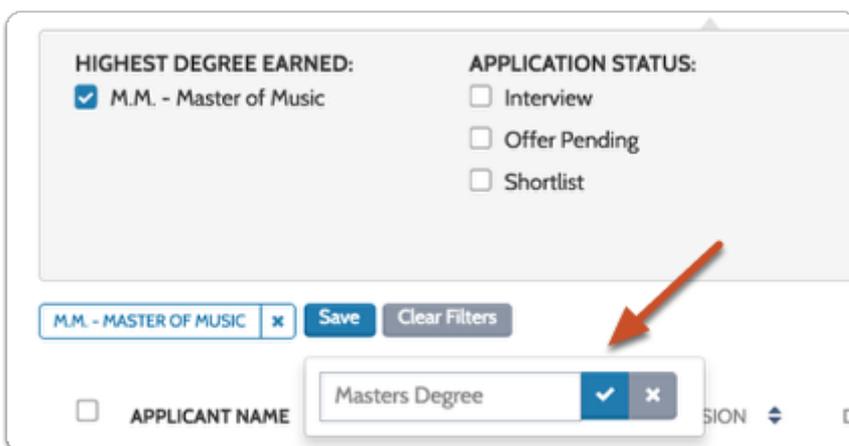


Saving views of the Applicant list

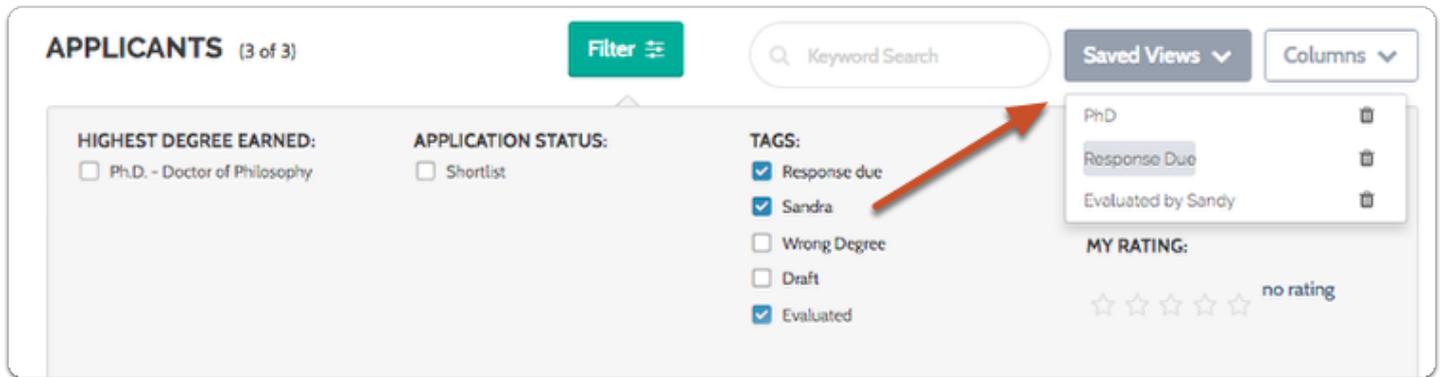
Click "Save"



Enter a name and click the check mark



Click "Saved Views" (to the right of the page) to recall the view of the list using the filters you have set

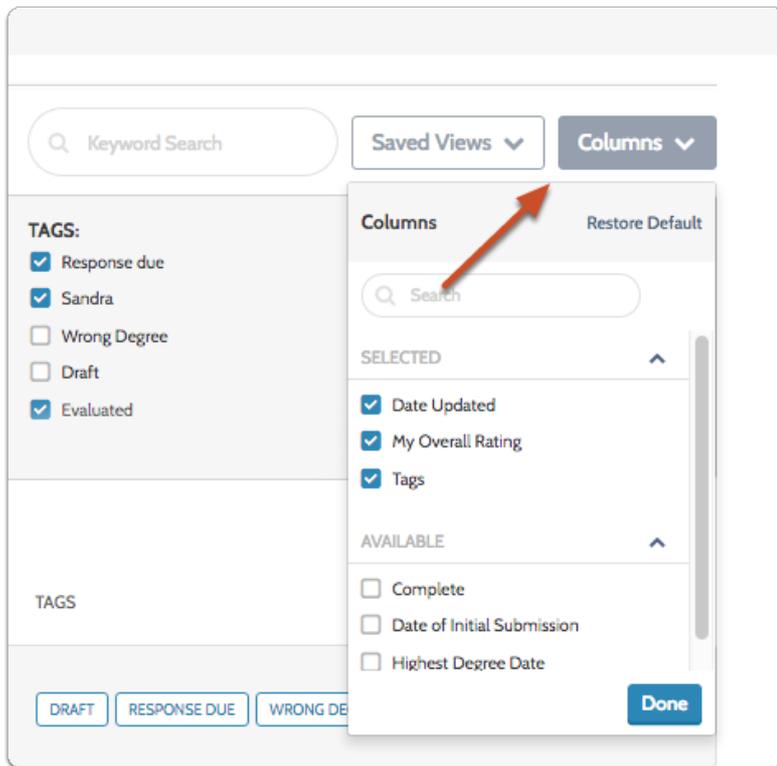


Customizing the columns of information that display on your view of the applicant list:

Click the "Columns" button to the right of the page and select the columns of information you want to display

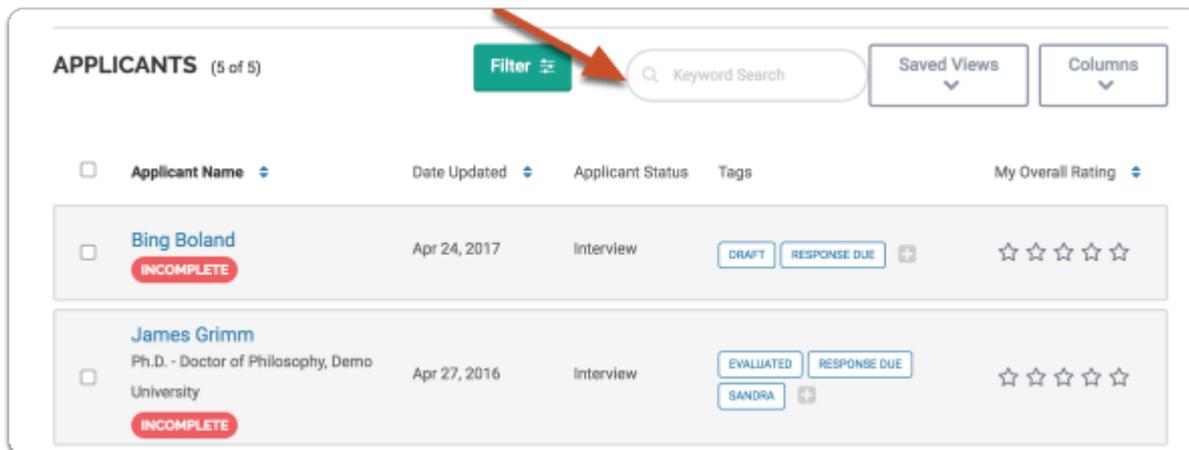
The default columns that will display are applicant name, date updated, tags, and overall average rating (if enabled). You can add columns for complete status, date submitted, highest degree earned and highest degree date, and your overall ratings. Note that you can restore the default columns at any time.

 You can also add answers to custom form questions as column headers in the display.

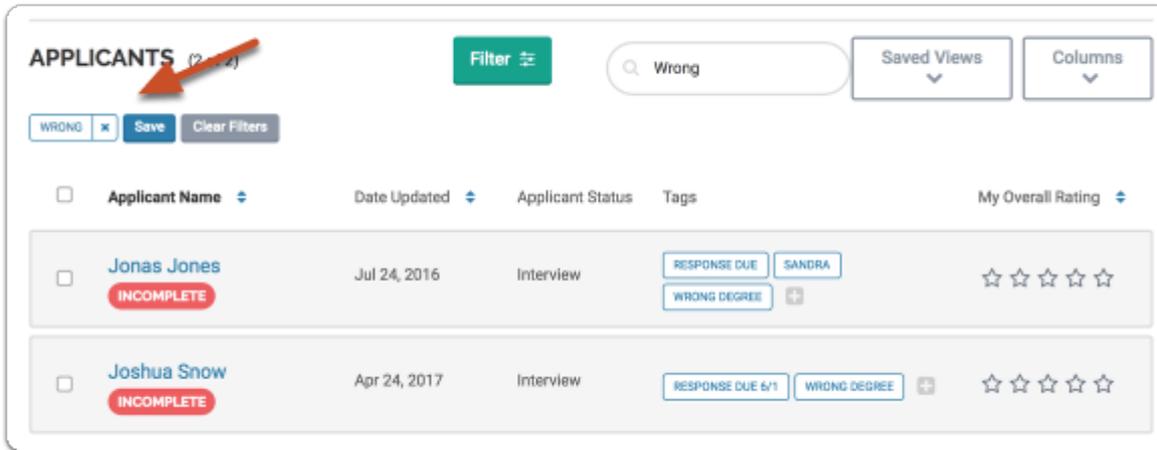


Searching the Applicant list and saving searches:

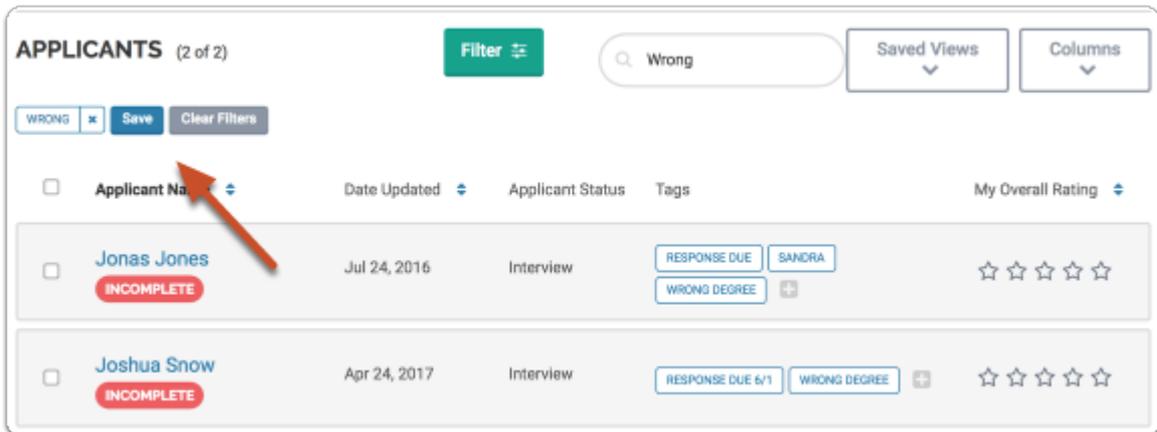
Enter a keyword in the box to search the list.



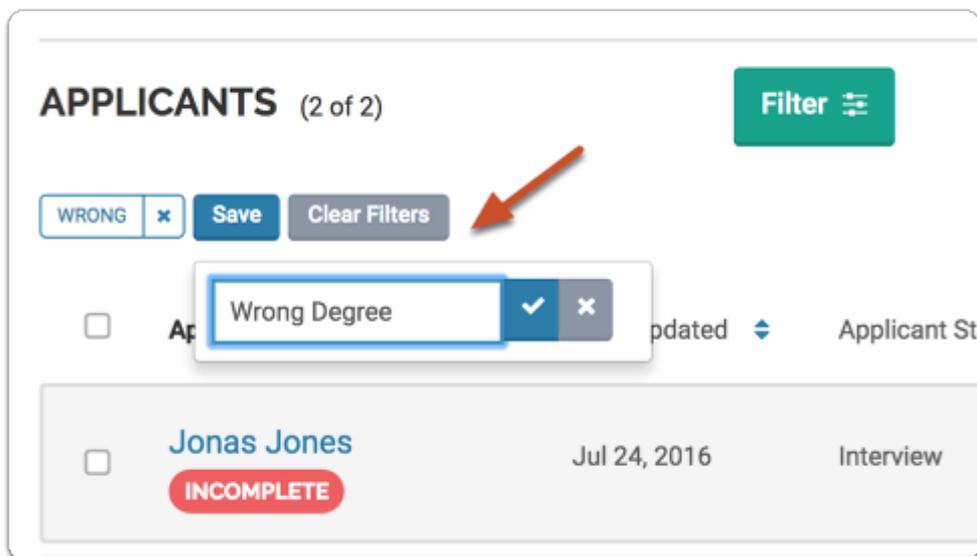
The results display and the search term appears above the list



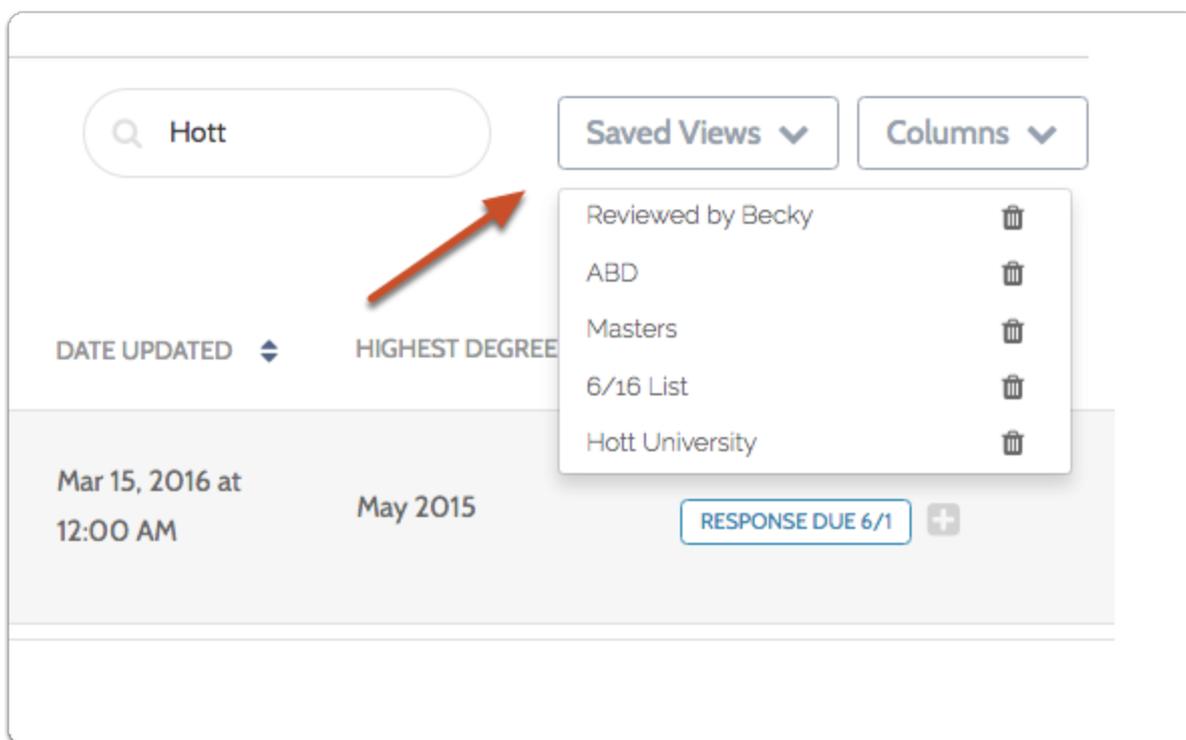
Click "Save" to save and name the view of the list filtered according to your search results



Enter a name for your view and click the check to save it



Click "Saved Views" to the right of the page to recall the saved view of the list



Setting the pagination of the applicant list

- i** By default the list displays 25 applications at a time, but you can set the pagination to display 50, 100, 200, or all applications. Look to the bottom left of the page to set the number of applicants displayed at one time.



- 💡** Remember that changes you make to the filters, columns, searches and pagination will be remembered during your session. To save the searches and filtered views of the list, click the "Save" button and give the current view a name.