



interfolio

Faculty Search
Evaluator Training

Agenda

- Interfolio Faculty Search Terms & User Roles
- Faculty Search Navigation
- Evaluating Applicants
- How to Find Support

What is Interfolio Faculty Search?

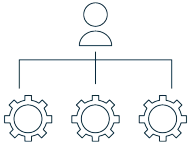
Interfolio Faculty Search is an online platform for running complex academic searches in a shared governance context, built to help institutions ensure their recruitment practices are equitable, transparent, collaborative, and efficient.

- Gives search committees specific review and organizational tools that enable them to spend their time reviewing applicants, instead of losing time just accessing materials and keeping track of their notes.
- Makes assembling and submitting an academic application clear and easy for the applicant, including the process of requesting and attaching confidential letters.

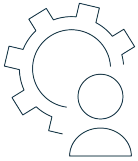
Key Concepts

Faculty Search	A Interfolio module also known as FS or Search which can be used to facilitate faculty, fellowship, academic staff, and other search processes.
Units	Tiers within the hierarchy which determines scope – like Schools, Departments, or Divisions. Each unit is made up of Administrators, Committee Managers, and Committee Members.
Positions and Searches	A search in Faculty Search as an academic, staff, fellowship, or other position that gathers application materials to be evaluated by a committee. Search is a single place to collect, store, view, and review applicant materials.
Landing Page	Each search will have an advertisement page hosting the position description with a unique URL that will serve as the online application for each open position.
Application	Collection of materials by which a candidate is reviewed (documents and other files).
Committees	Groups of users that can review and assess the materials submitted by applicants.
Dossier	Tool for all faculty to store and manage job, fellowship, and promotion documents in one place. The Dossier will act as the central archiving tool for candidate materials. All information submitted for a review will be copied into the faculty Dossier for archiving or reusability purposes.

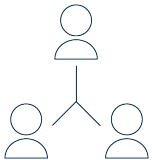
Faculty Search: User Roles



Administrators govern and manage an assigned unit within the institutional hierarchy. There can be multiple administrators assigned to a specific unit. Administrators can create, manage, and report on searches at their unit or any unit nested below.



Committee Managers can create and manage searches within a given unit in which they have been assigned to. They can communicate with applicants and committee, control search settings, apply statuses, add applicants and applicant documents and create search reports.



Evaluators are assigned to search committees. Once assigned to a committee, Evaluators can review applications including all documentation and custom form responses. When reviewing applicants, evaluators can apply labels and evaluate applicants using a five star rating system.

Logging into the Product

The screenshot shows the interfolio website's navigation bar with links for Products, Challenges, Services, About Us, Resources, and News & Events. A pink button labeled 'Get a Demo' is followed by a 'Log In' link, which is circled in red. A search icon and the text 'Search' are also visible. A white sign-in modal is open, featuring the title 'Sign In' and two columns. The left column is for email-based login, with fields for 'Email *' (containing 'Enter Email') and 'Password *' (containing 'Enter Password'), and a blue 'Sign In' button. Below the password field is a link for 'Forgot your password?'. The right column is titled 'Or sign in with:' and contains two buttons: 'Partner Institution' and 'Google'. A red arrow points from the 'Log In' link to the 'Partner Institution' button.

Sign In

Sign in with email

Email *

Enter Email

Password *

Enter Password

Sign In

[Forgot your password?](#)

Or sign in with:

Partner Institution

Google

Logging into the Product



Already have an account?

[Sign In](#)

Sign in through your institution

If your institution has partnered with Interfolio to provide Single Sign-On, select your institution name from the list below.

Search for or select your institution



[Sign In](#)

[Sign in with an Interfolio account >](#)

Don't have an account? [Sign up now.](#)

Use Interfolio's suite of services to simplify your academic life.

[Sign Up](#)

Questions

Interfolio Pro Tips/ Universal Practices

- Preferred Browsers: Google Chrome and Mozilla Firefox
- Ensure you are always using an up-to-date browser
- Do not select the browser back button!

Interfolio Resources

Product Help Center

Quick help articles to guide you through specific tasks and functionality while using the product

product-help.interfolio.com

Scholar Services

Call, email, or chat with our Scholar Services team

Phone: [\(877\) 997-8807](tel:8779978807)

Email: help@interfolio.com

