

## Interfolio Postdoc Posting Process

All postdoctoral Scholar and Fellow positions must be submitted and posted through Interfolio.

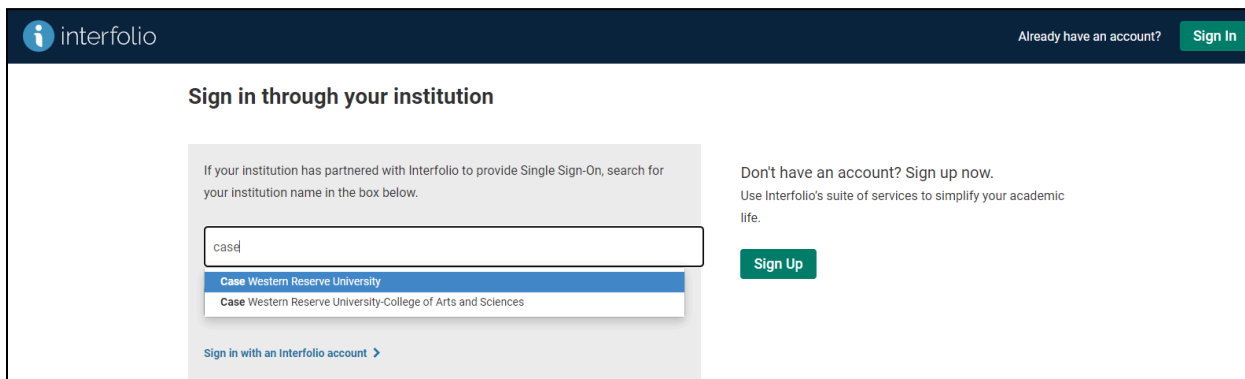
Below are instructions for [logging into](#) Interfolio and for [creating positions](#) in Interfolio based on the guidelines of the Office of Faculty Advancement and Postdoctoral Affairs.

### How to Login

1. Login to Interfolio: <https://account.interfolio.com/sso>

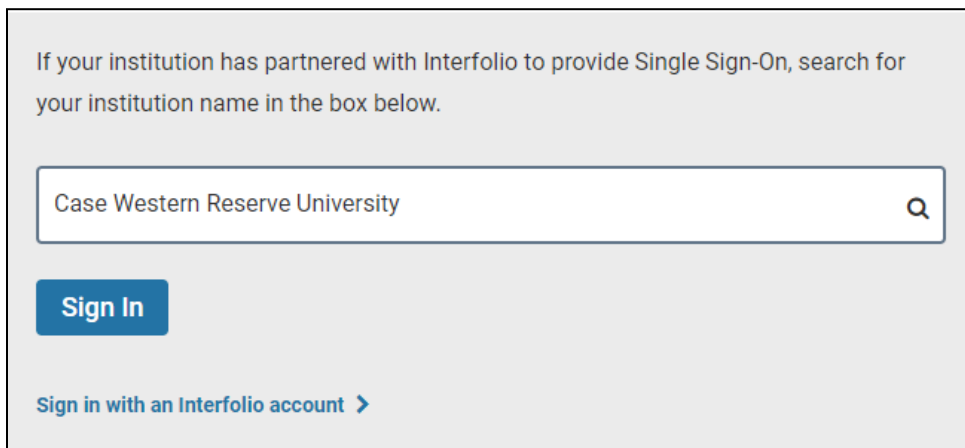
*Note: Preferred browsers are Google Chrome and Mozilla Firefox.*

2. Use the search box to search for Case Western Reserve University.



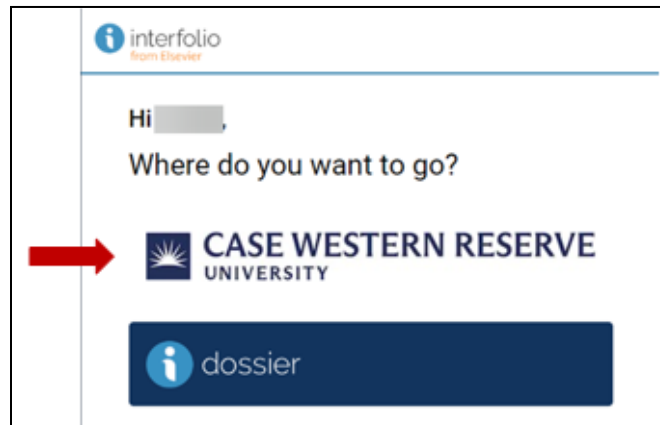
The screenshot shows the Interfolio login page. At the top, there is a dark blue header with the Interfolio logo on the left and the text "Already have an account? Sign In" on the right. Below the header, the main content area is titled "Sign in through your institution". On the left, there is a text box with the placeholder "case". Below the text box, a dropdown menu is open, showing two options: "Case Western Reserve University" (highlighted in blue) and "Case Western Reserve University-College of Arts and Sciences". To the right of the search box, there is a "Sign Up" button. Below the search box, there is a link that says "Sign in with an Interfolio account >".

3. Select **Case Western Reserve University**, and click **Sign In**.



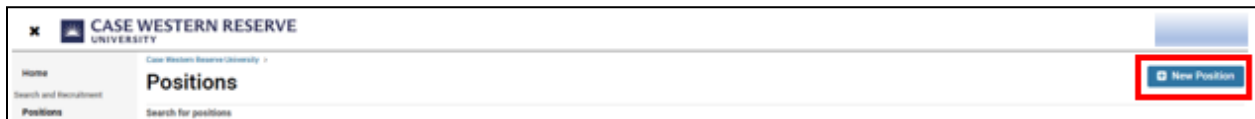
The screenshot shows the Interfolio login page. At the top, there is a dark blue header with the Interfolio logo on the left and the text "Already have an account? Sign In" on the right. Below the header, the main content area is titled "Sign in through your institution". On the left, there is a text box with the placeholder "Case Western Reserve University". To the right of the text box, there is a magnifying glass icon. Below the text box, there is a "Sign In" button. Below the "Sign In" button, there is a link that says "Sign in with an Interfolio account >".

4. You will be asked to enter your CWRU credentials and login via Duo.
5. Select Case Western Reserve University (not Dossier).



## How to Create a Position

1. Under the **Positions** tab in the left navigation menu, click **[+] New Position**.



2. Select "Postdoctoral" as the **Type** and the school in which the position is located as the **Unit** (be sure to select the unit labeled as "PD") and mark whether it is a new position or a clone. Click **Create**.

Case Western Reserve University > Positions >

## Create Position

Please select information about the position you want to create. You cannot make changes to these fields once the position is created.

**Type \***

Postdoctoral ▼

**Search For or Select Unit \***

Case School of Engineering ▼

**What kind of position would you like to create?**

☒ A new position

☐ Clone from an existing position

**CREATE** **CANCEL**

3. Add **Position Details** and click **Save & Continue** at the bottom.
  - a. Position Title, Location, Open Date, and Position Description are required.
  - b. Mark the position as "Public" to ensure it appears on CWRU's RSS feed.

Note: Do not add the EEO statement to the Position Description. The EEO statement will automatically be added to every position created in Interfolio.





4. Add the following as **Required Documents**:
  - a. Resume
  - b. Other Document: Proof of degree

## Required Documents

Test

*2 Documents Required*

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

1	Resume	 
1	Other Document Proof of degree	 

**+ Add Requirement**

5. Under **Additional Applicant Options**, you can:

- a. Select “Applicants may add additional documents” if you would like to give applicants the ability to include additional materials with their application.
  - b. Select “Send a message on application submission” if you would like to send an email to all applicants after they submit their application. You can either insert a message template or create a new message. See [here](#) for more information on message templates.
6. Click **Save & Continue**.
7. *Optional:* Add **Evaluation Settings**, or skip step. Learn more about evaluation settings [here](#).
8. On the **Application Forms** page, click **+ Add Form** and select the form called “**Postdoctoral Applicant Form**”. Click **Save**, then click **Save & Continue** at the bottom. If you would like to add an additional form, see [here](#) for more information.

Case Western Reserve University > Positions > Test >

## 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.

2 Forms Required

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

Eligibility to Work in U.S. <a href="#">Preview</a>	<b>Required</b> ✕
Postdoctoral Applicant Form <a href="#">Preview</a>	✕

**+ Add Form**

☒ Applicants must complete an Equal Employment Opportunity form

Candidate Voluntary Disclosure 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

9. Click **+ Add Manager** to add the name of the faculty member who is the PI. Click the **+ Add** button next to the name, and then click **Close**.

10. *Optional:* Add **Position Notes**, or skip step.

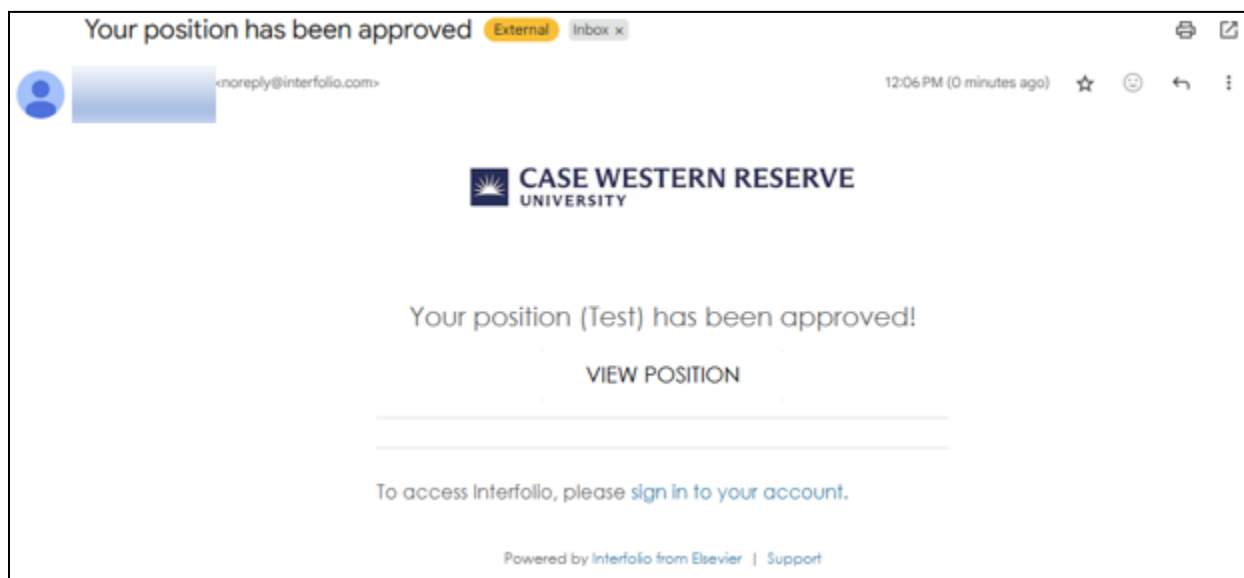
Note: Any information entered here can only be seen by committee managers and cannot be seen by applicants.

11. Click **Save & Continue**.

12. Click **Submit for Approval** and send the email message. The position will be sent to the Office of Faculty Advancement and Postdoctoral Affairs for review.

13. If revisions to the search ad are necessary, the Office of Faculty Advancement and Postdoctoral Affairs will send the position back. Once the search ad has been approved, the Office of Faculty Advancement and Postdoctoral Affairs approve the position.

14. The creator of the position will receive an email notification that the position has been approved. In the email, click **View Position**.



15. Select **Edit Position** under the **Position Actions** menu.

Case Western Reserve University > Positions >

## Test

Unit	Status	Opens	Closes
Case School of Engineering	n/a <a href="#">change</a>	Jul 15, 2025	No date set

Applicants

Search by name, education, or status

☐ Applicant Name Date Updated  Applicant Status Tags My Overall Rating

No results returned by the selected filters.

**Position Actions**

- Edit Position
- View Committee
- View Position Activity Log
- View position details
- View Referral Sources
- Add New Applicant
- Close Position
- Delete Position

- Click **[Update Status]** under the **Position Status** section, and select “Accepting Applications”. Learn more about position statuses [here](#).
- Click **[Publish]** under the **Position Advertising** section in order to open the position to new applicants.
- A direct link to the application can be found under the **URL** section.

## Position Summary

**This Position is:**

[Open to New Applicants](#)

**Open Date \***

7/15/2025

**Deadline**

☒ Rolling Deadline

☐ Specific Date

**Position Advertising:** [private](#)

“Apply Now” page is **now published**

[UNPUBLISH](#)

**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 STATUS](#)

**URL**

<https://apply.interfolio.com/170479>

[COPY URL](#)

16. Once a new position has been published in Interfolio, the position will automatically be added to the [RSS feed](#) that is posted on the [CWRU Academic Careers](#) site.
17. After the position has been filled, please remember to close the position in Interfolio. See [here](#) for instructions on how to close a position.

**Questions?** Please contact the Office of Faculty Advancement and Postdoctoral Affairs at [postdoc@case.edu](mailto:postdoc@case.edu).

### **Helpful Resources**

[Creating and Managing Positions](#)

[Creating and Managing Applications](#)

[Evaluating Applications](#)

[Interfolio Product Help Site](#)