INTERFOLIO for faculty search committee members at the start of a search

1. Login at http://tiny.cc/Interfolio.

2. Provide CNET ID if prompted; it may skip this step if you’ve recently signed in.

3. Provide CNET password if prompted; it may skip this step if you’ve recently signed in.

4. Complete DUO 2FA. It may skip this step if you’ve recently signed in.

5. You should now see a screen something like

Action items are any searches in which you are a search committee member (early stages) or faculty member in the searching unit – and for which you are asked to evaluate candidates.

6. Either click on the position title in blue or click on the . This will bring up a screen with the applicants’ names, something like:

In this instance, there are 3 applicants, Feder, Fine, and Vail.

If you wish to review the “Position Description”, choose Position Action top right and from the pulldown choose “View position details”
7. Before you proceed to the next steps [Ranking Applicants], review the rules:
   • Your ranking at this stage must be based 100% on what is in the required documents.
   • This means that information based on your direct observation of applicant, conversations with someone about an applicant, relationship to a third party to knows the applicant, your prior history with the applicant, etc. is INADMISSIBLE.
   • Applicants’ sex, race, ethnicity, religion, marital status, parental status, political affiliations, membership in ‘protected classes’, etc. must not be allowed to influence your ranking. You may personally believe ‘it would be nice to have more [x] in my department’, but this must not be allowed to influence your ranking.
   • One of the ranking criteria will be “Potential to meet need described in Position Description [see http://apply.interfolio.com/??? as judged from required application materials only]”. If you would like to review the actual Position Description, follow the link [or choose Position Action and from the pulldown choose “View position details”]. No matter how good you think applicant may otherwise be, this criterion calls for you to abide by the letter of the Position Description.
   • The purpose of this ranking is to narrow the applicant pool to those who deserve further consideration. During further consideration a search may request additional documents and apply additional criteria.

If you violate any of these rules, you risk invalidating the entire search.

8. To evaluate each applicant, click on the applicant’s name. This will bring up a screen something like that shown on the next page; i.e.,
   • Links to the required application materials, which you may review
   • A section for your ratings (more about this below)
   • Section for notes. These become visible to auditors, so be very careful that you document no violations of the above rules [e.g., “It would be nice to have more [x] in the department.” or “I have been friends with Applicant X for many years, and her golf skills are superb.”

9. The key section is “Ratings”, which looks like

<table>
<thead>
<tr>
<th></th>
<th>Rate by clicking on the stars; 5 is best and zero is worst.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>My Ratings</td>
<td></td>
</tr>
<tr>
<td>Average</td>
<td>[ ] [ ] [ ] [ ] [ ]</td>
</tr>
<tr>
<td>Materials required with the application – CV and cover letter -- have been uploaded</td>
<td>[ ] [ ] [ ] [ ]</td>
</tr>
<tr>
<td>Quality of training, experience, and record to date -- as judged from required application materials only</td>
<td>[ ] [ ] [ ] [ ]</td>
</tr>
<tr>
<td>Potential to meet need described in Position Description [see <a href="http://apply.interfolio.com/66675">http://apply.interfolio.com/66675</a>] -- as judged from required application materials only</td>
<td>[ ] [ ] [ ] [ ]</td>
</tr>
<tr>
<td>Potential to meet other needs of the hiring unit, BSD, Medical Center, and University -- as judged from required application materials ONLY</td>
<td>[ ] [ ] [ ] [ ]</td>
</tr>
</tbody>
</table>

When you are done with entry (including notes), click on the ‘Position Title’ in light blue on the top to bring you back to the page(s) showing all applicants’ names.
You may also ask the search committee manager (who is a staff member and not a faculty member) to contact all those with incomplete applications and urge completion.
Once the applications have been rated in this way, the search committee will decide whether to

- Eliminate from further consideration
- Continue to consider
- Waitlist (i.e., neither reject nor continue)

each applicant

Next steps are at the discretion of the search and department, but typically culminate in on-campus visits (Interfolio calls these “Interviews”) in which the visitors meet with faculty and present their work. A search committee, department, or section can decide, for example, to:

- Proceed directly to interviews on the basis of the ratings
- Ask for additional materials (e.g., letters of reference, statements, publications, etc.), rate these, and on this basis select those to be interviewed on campus.
- Conduct virtual interviews (e.g., by Skype), rate these, and on this basis select those to be interviewed on campus.
- Telephone references), rate these, and on this basis select those to be interviewed on campus.
- Some combination of the above

At each step, the search will again decide whether to eliminate, waitlist, or continue all surviving applicants. At each step, the search may apply additional relevant criteria (e.g., performance during interview, quality of letters, capacity to work well with others, quality of ‘chalk talk’, etc.); the search must communicate each additional criterion to the search committee manager, who will add it to Interfolio so that the faculty can rate each surviving applicant on it.

When it comes time for these additional criteria and ratings, we will provide you with additional instructions.