

## **Interfolio Training for Faculty Hires**

The Office of Human Resources (OHR) has made the strategic decision to purchase Interfolio, a faculty-specific recruitment tool that works with hundreds of institutions, such as Stanford University, Johns Hopkins University, Rutgers University and The University of Virginia. Interfolio built its recruitment tool to support the real workflows of higher education, and Interfolio currently manages more than 600,000 scholar's credentials, secures over a million confidential letters of recommendation, and has delivered more than seven million recruitment documents.

OHR's investment in this faculty recruitment tool includes training to leverage all of the system's process improvements. The purpose of this announcement is to share the dates, times and locations of upcoming Interfolio training workshops.

Several Interfolio training sessions (based on user type) will take place in July, August, and September 2016. All training will be facilitated by Interfolio OHR representatives.

### **Interfolio Training Sessions for Search Committee Chairs and Administrators:**

Based on your user-type, select one of the training sessions below. Each training session will provide a detailed overview of all of the options within Interfolio and how to use Interfolio for job posting, as a diversity reporting tool, for moving applicants through the process, and for collecting applications and reviewing candidate materials.

#### **For Administrative Staff, HR Partners, and Search Committee Chairs**

|   |  |
|---|--|
| July 26, 2016<br>1 p.m. – 2:30 p.m.<br>Administrative Services Building ( <a href="#">map</a> )   | September 8, 2016<br>9 a.m. – 10:30 a.m.<br>Administrative Services Building ( <a href="#">map</a> ) |
| August 26, 2016<br>1 p.m. – 2:30 p.m.<br>Administrative Services Building ( <a href="#">map</a> ) |  |

### **Interfolio Training Sessions for Search Committee Members and Executives:**

(Select one of the training sessions below. Each training session will cover the new faculty job board and the use of Interfolio for job posting, evaluating and collecting applications, and reviewing all candidate materials.)

#### **For Deans, Department Chairs, and search committee members**

|   |   |
|---|---|
| July 28, 2016<br>9 a.m. – 10 a.m.<br>Administrative Services Building ( <a href="#">map</a> )   | September 7, 2016<br>1 p.m. – 2:30 p.m.<br>Administrative Services Building ( <a href="#">map</a> ) |
| August 23, 2016<br>9 a.m. – 10 a.m.<br>Administrative Services Building ( <a href="#">map</a> ) |   |

#### **How to Register for Training:**

Please review the training options listed above. To register for an Interfolio training session, please follow the instructions below.

1. Click [HERE](#).
2. Scroll down the center of the Web page.
3. Locate and click the **HR Training – Online Registration** button in the center of the page.

4. Enter your Clemson username and password.
5. Scroll to the month of your training date, and click Interfolio Training.
6. After reading the seminar information, click **Add this Section** to register.

If you have any questions regarding Interfolio, please contact Josh Brown at [jbrow22@clemson.edu](mailto:jbrow22@clemson.edu) or Ale Kennedy at [alekenn@clemson.edu](mailto:alekenn@clemson.edu).