



Interfolio for Faculty Hiring Training

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. 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.

This system will be used for future faculty searches. Interfolio will provide improvements in the hiring process such as:

- Consolidated access to all applicant's application documents
- No need to fill out an Applicant Tracking Sheet
- No more EEO request forms
- Easily pull multiple reports through Interfolio
- You can clearly tell when an application is complete

Outlined in the following pages is a guide to assist you as you complete the training.

Pre-Hire

Recruit

Submit a
request
in Tiger
Talent



HR
Partner
creates a
job
opening



The
position
is posted



Interfolio

Interfolio – The Process

1) Interested candidates will apply through
Interfolio

PROFESSOR OF CREATIVE WRITING

Location: Washington, D.C.
Closes: Sep 30, 2016 at 11:59 PM Eastern Time
(GMT-4 hours)

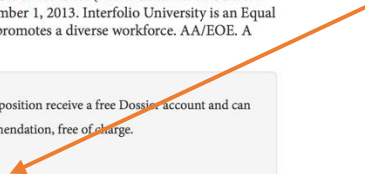
The English Department at Interfolio University invites applications to apply for a Creative Writing Professor opening to begin Fall 2015. The successful candidate will teach undergraduate and graduate fiction workshops.

The successful candidate will have an MFA or Ph.D. in creative writing, or the equivalent in a related field. Strong college level teaching and record of student mentoring. One or more published books, and a compelling record of publications appropriate to the rank of Assistant Professor. Secondary field of expertise desirable (creative nonfiction). The typical teaching schedule for faculty on the tenure track is two courses per term at undergraduate and graduate levels

Applicants must send cover letter, curriculum vitae, at least three letters of recommendation, and a copy of one book to: Chair, Creative Writing Search, c/o Department of English, P.O. Box 25252, Washington, D.C. 9021034545. (N.B. Books will be donated rather than returned.) Application deadline (no emails or faxes): Postmarked by December 1, 2013. Interfolio University is an Equal Opportunity/Affirmative Action employer that seeks diversity among applicants and promotes a diverse workforce. AA/EOE. A background check is required for employment.

This institution is using Interfolio's ByCommittee to conduct this search. Applicants to this position receive a free Dossier account and can send all application materials, including confidential letters of recommendation, free of charge.

[APPLY NOW FOR FREE](#)





2) Each applicant will be prompted to answer the EEO questions within the application

EEO-1/Affirmative Action Voluntary Self Identification Form

This form is an equal employment opportunity (EEO) form. Responses will be accessible only by administrators and EEO officers.

1. Gender required

To help us comply with federal and state equal employment opportunity recordkeeping and other legal requirements, we invite you to provide your gender below. All information will be considered confidential and kept separate from your applicant file.

- ☐ Female
- ☐ Male
- ☐ I prefer not to disclose

2. Ethnicity required

To help us comply with federal and state equal employment opportunity recordkeeping and other legal requirements, we invite you to provide your ethnicity below. All information will be considered confidential and kept separate from your applicant file.

- ☐ I am Hispanic / Latino/a.--A person having origins of Cuban, Mexican, Puerto Rican, Central or South American or other Spanish culture or origin, regardless of race.
- ☐ I am not Hispanic / Latino/a
- ☐ I prefer not to disclose

3) All applications will then be reviewed within Interfolio

<input type="checkbox"/> Applicant	Status	Updated	Labels	Avg. Rating
<input type="checkbox"/> Joseph White Ph.D., UCLA	complete	Nov 25, 2014	+ Add	☆☆☆☆☆
<input type="checkbox"/> Dorothy Harris Ph.D., UC Berkeley	complete	Nov 25, 2014	+ Add	☆☆☆☆☆
<input type="checkbox"/> Christopher Martin Ph.D., Stanford University	unfinished	Nov 25, 2014	+ Add	☆☆☆☆☆
<input type="checkbox"/> Lisa Thompson Ph.D., Brown University	unfinished	Nov 25, 2014	+ Add	☆☆☆☆☆
<input type="checkbox"/> Daniel Garcia Ph.D., Harvard University	unfinished	Nov 25, 2014	+ Add	☆☆☆☆☆
<input type="checkbox"/> Nancy Martinez Ph.D., Rutgers University	unfinished	Nov 25, 2014	+ Add	☆☆☆☆☆
<input type="checkbox"/> Paul Robinson Ph.D., University of Michigan	unfinished	Nov 25, 2014	+ Add	☆☆☆☆☆
<input type="checkbox"/> Karen Clark Ph.D., UC Davis	unfinished	Nov 25, 2014	+ Add	☆☆☆☆☆
<input type="checkbox"/> Mark Rodriguez Ph.D., New York University	unfinished	Nov 25, 2014	+ Add	☆☆☆☆☆
<input type="checkbox"/> Betty Lewis Ph.D., UC Santa Barbara	unfinished	Nov 25, 2014	+ Add	☆☆☆☆☆

CLEMSON

HUMAN RESOURCES

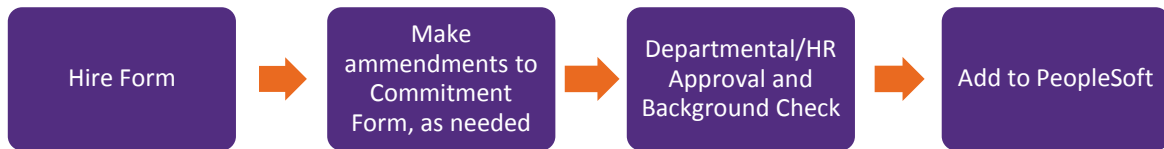
4) A committee member will add a label to each applicant that does not meet the minimum requirements that says “Does Not Meet”

<input type="checkbox"/> Applicant	Status	Updated	Labels
<input type="checkbox"/> Joseph White Ph.D., UCLA		Nov 25, 2014 complete	Does Not Meet x + Add
<input type="checkbox"/> Dorothy Harris Ph.D., UC Berkeley		Nov 25, 2014 complete	Does Not Meet x + Add
<input type="checkbox"/> Christopher Martin Ph.D., Stanford University		Nov 25, 2014 unfinished	Does Not Meet x + Add
<input type="checkbox"/> Lisa Thompson Ph.D., Brown University		Nov 25, 2014 unfinished	Does Not Meet x + Add

5) Once applications have been reviewed and decisions have been made, committee members will use the status field to mark applicants as interview or hire before they are put into PeopleSoft. At this time, anyone who was labeled “Does Not Meet” should have their status changed to “Does Not Meet.”

<input type="checkbox"/> Applicant	Status	Updated	Labels	Avg. Rating
<input type="checkbox"/> Anthony Lee A.B.D., Harvard University		Nov 10, 2014 unfinished	MA x WW x + Add	★★★★☆
<input type="checkbox"/> Mary Williams A.B.D., Proust University	Longlist	Nov 10, 2014 unfinished	MA x + Add	★★★★☆
<input type="checkbox"/> Anna James Ed.D., XYZ University	Offer Pending	Nov 10, 2014 complete	DT x JM x MA x WW x + Add	★★★★★
<input type="checkbox"/> Thomas Brown M.Phil., University of JK	Interview	Nov 10, 2014 complete	DT x JM x MA x WW x + Add	★★★★☆
<input type="checkbox"/> Alice Sanchez	Interview	Nov 10, 2014 complete	DT x JM x MA x WW x + Add	★★★★☆

Hire



If you choose not to use Interfolio, you will continue to follow the current process, but note in the Tiger Talent request “do not receive through Interfolio.”