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.
Interfolio – The Process

1) Interested candidates will apply through Interfolio

PROFESSOR OF CREATIVE WRITING

Location: Washington, D.C.
Closing: Sep 30, 2016

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 23232, Washington, D.C. 20018-0359. (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 jobCenter to conduct this search. Applicants to this position receive a free Doctor 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/Latina/o — 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/Latina/o
   - I prefer not to disclose

3) All applications will then be reviewed within Interfolio
4) A committee member will add a label to each applicant that does not meet the minimum requirements that says “Does Not Meet”

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Status</th>
<th>Updated</th>
<th>Labels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph White, Ph.D., UCLA</td>
<td>Nov 25, 2014</td>
<td>complete</td>
<td>Does Not Meet</td>
</tr>
<tr>
<td>Dorothy Harris, Ph.D., UC Berkeley</td>
<td>Nov 25, 2014 complete</td>
<td></td>
<td>Does Not Meet</td>
</tr>
<tr>
<td>Christopher Martin, Ph.D., Stanford University</td>
<td>Nov 25, 2014 unfinished</td>
<td></td>
<td>Does Not Meet</td>
</tr>
<tr>
<td>Lisa Thompson, Ph.D., Brown University</td>
<td>Nov 25, 2014 unfinished</td>
<td></td>
<td>Does Not Meet</td>
</tr>
</tbody>
</table>

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.”

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Status</th>
<th>Updated</th>
<th>Labels</th>
<th>Avg. Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthony Lee, A.B.D., Harvard University</td>
<td>Nov 10, 2014 unfinished</td>
<td>MA + WW + Add</td>
<td></td>
<td>★★★★★</td>
</tr>
<tr>
<td>Mary Williams, A.B.D., Proud University</td>
<td>Nov 10, 2014 unfinished</td>
<td>MA + Add</td>
<td></td>
<td>★★★★★</td>
</tr>
<tr>
<td>Anna James, Ed.D., XYZ University</td>
<td>Offer Pending</td>
<td>Nov 10, 2014 complete</td>
<td>DT + JM + MA + WW + Add</td>
<td>★★★★★★</td>
</tr>
<tr>
<td>Thomas Brown, M.Phil., University of JK</td>
<td>Interview</td>
<td>Nov 10, 2014 complete</td>
<td>DT + JM + MA + WW + Add</td>
<td>★★★★★★</td>
</tr>
<tr>
<td>Alice Sanchez</td>
<td>Interview</td>
<td>Nov 10, 2014 complete</td>
<td>DT + JM + MA + WW + Add</td>
<td>★★★★★★</td>
</tr>
</tbody>
</table>
Hire

- **Hire Form**
- Make amendments to Commitment Form, as needed
- Departmental/HR Approval and Background Check
- Add to PeopleSoft

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.”