

Recruitment through Interfolio Faculty New User Guide

- Setting up your account:
 - I (EA) will create a new account for you in Interfolio that ties to your EID and password. Once created, you will receive an automated email from Interfolio asking you to set up your account. Click on the link in that email to set up your account.
- Logging in:
 - Use this link to log in: <https://account.interfolio.com/login>
 - Select “Partner Institution”
 - Select your institution “The University of Texas at Austin”
 - Enter your EID and password (same password associated with your UT EID)
 - [Online tutorial with pictures](#)
- View positions:
 - Once logged in you will be able to select “View Positions” to see which search committees you have been assigned to
 - If you do not see a search that you are on you may need to select “Change Role”, depending on if you are an evaluator or committee manager
- Establish custom ratings criteria and/or set up a blind review:
 - Committee managers can set custom rating criteria for specific searches either while creating the position or editing the position
 - [Online tutorial with pictures](#)
 - This can be a great tool for doing an initial review of the applicant pool, please make sure criteria is EEO appropriate
- View and review applicant materials:
 - Click on each name to pull up the applicants’ materials, [online tutorial with pictures](#)
 - The “Materials Viewer” is a great way to read and annotate applications without having to download or open each individual application, [online tutorial with pictures](#)
 - If your search has established criteria in Interfolio, you can rate an applicant using the five-star scale on their profile, [online tutorial with pictures](#)
 - Comment on an application, [online tutorial with pictures](#)
 - Use tags to mark and sort applications, [online tutorial with pictures](#)
- Request additional materials from selected applicants:
 - If you have already narrowed down your search and would like to request additional materials from your short list of applicants you can do that by following this [online tutorial with pictures](#)
- View EEO data for applicant pool:
 - If you are the search committee chair and you need EEO data for a pool of applicants, you can run a “Response Summary” EEO report
 - If you require a “Detailed Applicant Responses” report, please contact me (EA) at least five days before the data is needed and I will provide you with a report
 - [Online tutorial with pictures](#)

Additional Resources:

- [Best Practices for Managing a Search](#)
- [Comprehensive list of Faculty Search tutorials](#)