

FACULTY SEARCH TRAINING GUIDE FOR ADMINISTRATOR

School of Medicine & Dentistry

Welcome to UR Faculty, our new comprehensive Faculty Information System! This training guide covers the Faculty Search module of UR Faculty, focusing on the role of an administrator.

Note: You must be included the FIS Faculty Search database in order to access Faculty Search. If you are not or would like to request access on behalf of a new user, please send an email to URFacultyHelp@rochester.edu and include:

- User's full name
- Email address
- URID, if possible
- School/department
- Role (Administrator/Committee Manager/Evaluator)

For information on role definitions and permission levels, see Interfolio's help site: https://product-help.interfolio.com/en_US/managing-users/user-roles-in-interfolio-faculty-search

SIGN IN

- Access Interfolio at: https://iam-api.interfolio.com/users/sso_redirect?tenant_id=16224
- Fill out your username and password (SSO login credentials for University of Rochester) and select the appropriate domain
- Click on "Sign in"

Sign in with your username
and password

Username

Password

Domain
UR Active Directory

Sign in

[Need help?](#)

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CREATE A POSITION

ADD A NEW POSITION

- This is your FIS home screen. On the left side menu under Faculty Search, click on “Positions”

Home

Interfolio Scholar Service Helpdesk Unavailable
Interfolio Scholar Services Helpdesk will be unavailable today, Tuesday, April 25th, from 3:30pm - 4:30pm ET. Please send us an email at help@interfolio.com or leave us a voicemail at (877) 997-8807 during this time, and we will get back to you as soon as possible.

Faculty Search

Positions

Templates

Administration

Reports

Users & Groups

My Tasks

0 Unread Tasks

0 Read Tasks

Search

Title	Due Date
Looks like you're all caught up. Nice.	

- On the top right corner, click on “New Position”

University of Rochester >

Positions

Search for positions

Position

Status

Application Information

EEO Notes

No positions available.

New Position

- On the Create Position page, select the following:
 - Type: Faculty or Postdocs
 - Search For or Select Unit: (Your School Name/Department)
 - What kind of position would you like to create: A new position
- Then click “Create”

University of Rochester > Positions >

Create Position

Please select information about the position you want to create. You cannot make changes to these fields once the position is created.

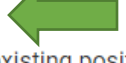
Type *


Faculty 

Search For or Select Unit *

University of Rochester 

What kind of position would you like to create?

- A new position 
- Clone from an existing position



Create **Cancel**

FILL OUT BASIC INFORMATION

- Fill out the information on the Basic Information page.
 - Guideline for **Location** field: Enter “Rochester, NY”
 - Guideline for **Position Description** field: If the position has citizenship limitations, please include this statement at the end of the description: “**The University acknowledges that there may be limited situations where a federal law, regulation, executive order, or government contract requires the University to consider candidates with certain citizenship statuses.**”
- Guideline for **Application Instructions** field: Enter “**If you already have an Interfolio account, please sign in to apply to this position. If not, please create an Interfolio account. For questions/concerns pertaining to the position, email [committee manager’s email address].**” Do not direct applicants to apply external to FIS.
- Click “Save & Continue”

Basic Information

Description & Dates

Position Title *

Assistant Professor

Location *

Rochester, NY

Position Type

Faculty

Salary Range or Pay Grade *

e.g., \$80,000 - \$100,000 a year; GS-8

\$80,000 - \$100,000

18/100 characters

Open Date *

Apr 26, 2023



Deadline

- Rolling Deadline Specific Date

Position Description *

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Qualifications

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

body p

Application Instructions

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

body p

Equal Employment Opportunity Statement

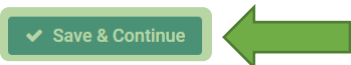
The University of Rochester is committed to fostering, cultivating, and preserving a culture of equity, diversity, and inclusion to advance the University's mission to Learn, Discover, Heal, Create – and Make the World Ever Better. In support of our values and those of our society, the University is committed to not discriminating on the basis of age, color, disability, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation, citizenship status, or any other status protected by law. This commitment extends to the administration of our policies, admissions, employment, access, and recruitment of candidates from underrepresented populations, veterans, and persons with disabilities consistent with these values and government contractor Affirmative Action obligations.

Advertising Setting

What is the advertising setting for this position? *

[Learn more about the advertising setting](#)

- Public**, the position will be available for applicants to find and apply online.
- Private**, the position will not be discoverable in any public position feeds managed by Interfolio.



ADD REQUIRED DOCUMENTS

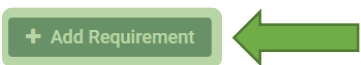
- Click on "+ Add Requirement"

Required Documents

Assistant Professor

0 Documents Required

Drag and drop the documents in the list below to change the order they will appear in the application requirements.



Additional Applicant Options

- Applicants may add additional documents
You may give applicants the ability to include additional materials with their application. If you have documents that you recommend, but don't require as part of the application, you should select this choice.
- Send a message on application submission.



- In the pop-up window, select a document type, number of documents required, and a requirement note (optional).
- Click “Save”. Repeat for each required document.

Additional Application Options:

- Select the first checkbox to allow applicants to upload additional documents
- Select the second checkbox to send an “application received” message to applicants

Click on “Insert Message Template” and select “Application Received.” (pre-made template)

- Click “Save & Continue”

Additional Applicant Options

- Applicants may add additional documents

You may give applicants the ability to include additional materials with their application. If you have documents that you recommend, but don't require as part of the application, you should select this choice.

- Send a message on application submission.

Insert Message Template ▾



From name *

UR Academic Affairs

Reply to email address *

uracademicaffairs@rochester.edu

Subject *

Application Received.

Body *

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, image, and link icon.

Dear %ApplicantName%,

Thank you for submitting your application for %PositionName% in the %UnitName%. We have received your application and will contact you if we have further questions.

The University of Rochester's Academic Affairs Team.

Preview



Save & Continue

Skip Step

IDENTIFY EVALUATION SETTINGS

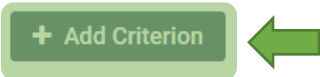
- Click "+ Add Criterion"

Evaluation Settings

0 Criteria

Drag and drop the criteria in the list below to change the order they will appear in the application review process.

Note: at least one criterion must be created in order to rate candidates.

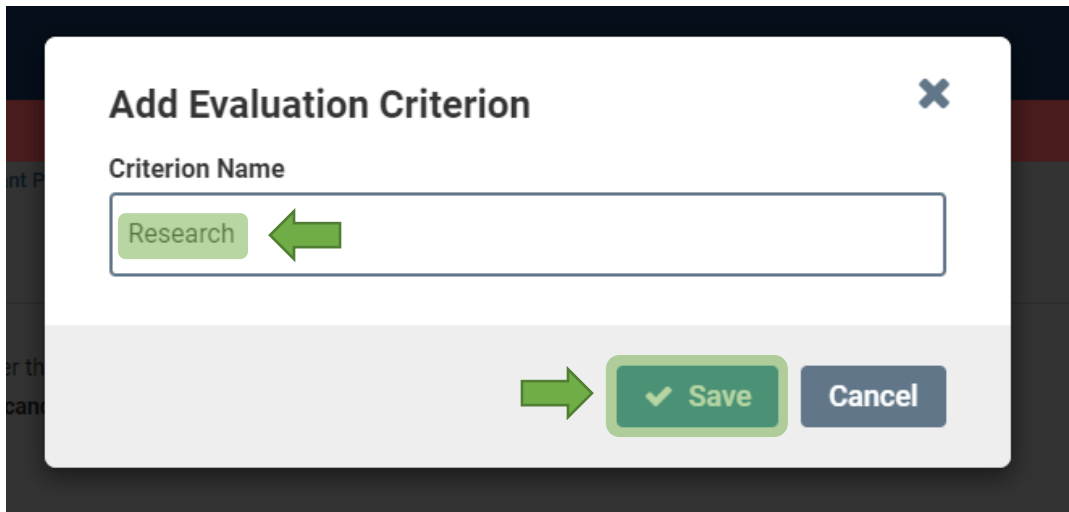


Blind Review

- Evaluators should not see others' comments and ratings



- In the pop-up window, add criterion name.
- Click "save". Repeat for each criterion.



- Select the checkbox to indicate if evaluators should see each other’s comments and ratings
- Click “Save & Continue”

Evaluation Settings

1 Criteria


Drag and drop the criteria in the list below to change the order they will appear in the application review process.


Note: at least one criterion must be created in order to rate candidates.

Research

+ Add Criterion

Blind Review

Evaluators should not see others' comments and ratings 

 Save & Continue

Skip Step

ATTACH CUSTOM APPLICATION FORMS

- The University Base Application Form (required) is added by default
- The EEO form (required) is added by default


Application Forms


If your institution has a standard application form, it will appear when you click *Add Form*. Need to create a new form? Forms can be created through the [administration](#) dashboard.

1 Forms Required

Drag and drop the documents in the list below to change the order they will appear in the document delivery packet.

University Base Application Form [Preview](#)

Required 

+ Add Form 

Applicants must complete an Equal Employment Opportunity form

EEO-1/Affirmative Action Voluntary Self Identification Form

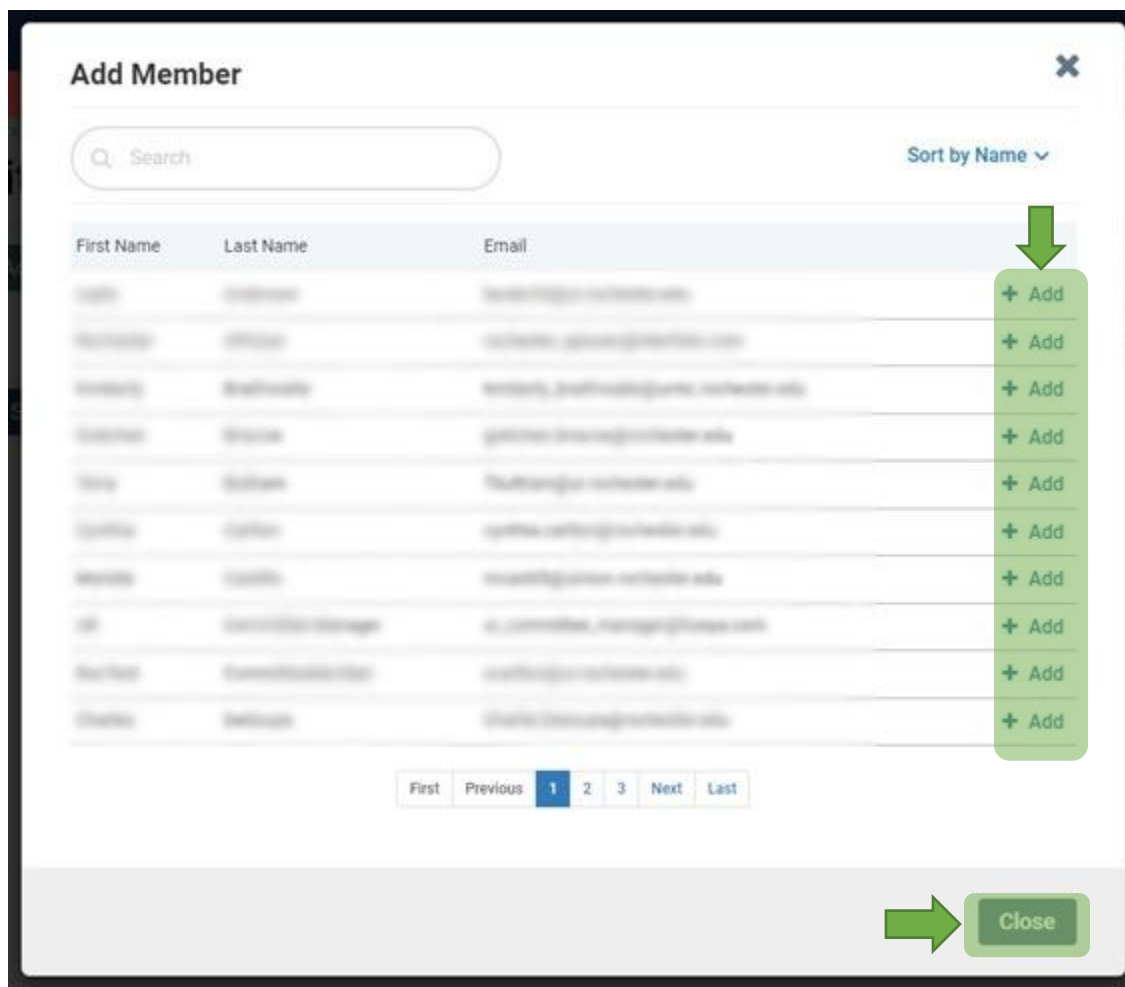
Note: EEO responses can be viewed by EEO officers and administrators but not by committee members. EEO forms may be required by institutional or unit administrators.

 Save & Continue

Skip Step

CREATE A SEARCH COMMITTEE (this can be edited while a search is underway)

- **Click “+ Add Member” and select user(s) to be added to search committee.** Note that Committee Managers cannot be Evaluators. Note that in order to be assigned as Committee Manager or Evaluator, the user needs to first be in the FIS database. To add a new user, please send an email to URFacultyHelp@rochester.edu and include:
 - User’s full name
 - Email address
 - URID, if possible
 - School/department
 - Role (Administrator/Committee Manager/Evaluator)
- **Click “Close” when done.**



- **Repeat for “+ Add Manager”**. Note that the user creating a new position is listed as Committee Manager by default. This can be changed by clicking on the “x” adjacent to their name and adding a new manager. Note that in order to be assigned as Committee Manager or Evaluator, the user needs to first be in the FIS database. To add a new user, please send an email to URFacultyHelp@rochester.edu and include:
 - User’s full name
 - Email address
 - URID, if possible
 - School/department
 - Role (Administrator/Committee Manager/Evaluator)
- **Click on “Save & Continue”**

Search Committee

The screenshot shows the 'Search Committee' interface. At the top, there are two buttons: '+ Add Member' and '+ Add Manager'. A green arrow points to the '+ Add Manager' button. Below the buttons, there is a section titled '3 Committee Members' with a table listing members and their roles. A green arrow points to the 'Save & Continue' button at the bottom left.

3 Committee Members		
John Smith	Committee Manager	x
Jane Doe	Evaluator	x
Mike Lee	Evaluator	x

At the bottom, there are two buttons: 'Save & Continue' and 'Skip Step'.

ENTER POSITION NOTES

- **Fill out the information on the position notes page.** Note: Internal Notes are not public facing.
*Guideline for **Position ID or Requisition Number** field: Leave blank for now.*
*Guideline for **Appointment Type** field: Do not use.*
*Guideline for **Rank** field: Enter intended faculty job code or intended faculty job family- see [Appendix F of the Required Paperwork Document](#)*
*Guideline for **Title** field: Intended functional job title (may be different from the job posting title).*
*Guideline for **Discipline** field: For academic units that might have specialties such as modern languages; e.g. Spanish, French, German, etc.).*
*Guideline for **Hiring Plan** field: Note if this is part of a cluster hire.*
Guideline for General Notes field: Provide answers to the following two questions for the finance team to review:
 1. Is this position > 25% research?
 2. Is there a startup package associated with this position?**Also, if there is a recruitment form associated with this position, please enter that information here.**
- **Then click “Save & Continue”**

Position Notes

Public Facing Notes

Your Institutional Administrators have enabled visibility of the salary field. Any information entered on this screen is public and available to all applicants for all positions created within University of Rochester.

Salary Range or Pay Grade *

e.g., \$80,000 - \$100,000 a year; GS-8

\$80,000 - \$100,000

18/100 characters

Internal Notes

Any information entered on this screen remains private to users at your institution and will never be seen by applicants.

Position ID or Requisition Number

12345

Appointment Type

— Select Appointment Type — 

Rank

e.g., Associate Professor, Lecturer

0005

Title

e.g., Visiting, Clinical, Research

Assistant Professor

Discipline

Spanish

Position Term Length

1-120 months

24



Month(s)

Anticipated Start Date

May 26, 2023



Funding Source

e.g., Vice-President's Office; Grant Foundation

Hiring Plan



Cluster hire

body p


General Notes



SUBMIT FOR APPROVAL

- Approval templates have been created to allow the Office of Academic Affairs and the finance team to give approval before a posting can be published.
- Click on “Submit for Approval”. This will send an email to the finance team prompting them to approve/send back the posting (you can also include a personal message). Once approved by the finance team, the Office of Academic Affairs will also be prompted to approve.

Position Summary

 This position is in the process of being created and will need to be approved before it is open to receive applications.

Submit for Approval



Position Details

Basic Information [Edit](#)

Description & Dates

Unit

University of Rochester

Position Type

Position

Position Title

—

Salary Range or Pay Grade

\$80,000 - \$100,000

Location

Rochester, NY

SET INITIAL POSITION STATUS

- Once a position has been approved by both the finance team and the Office of Academic Affairs, you will receive an email confirmation.
- The email will lead you to the below screen. Click on “Position Actions” dropdown at the top right and select “Edit Position”

Assistant Professor

Unit University of Rochester	Status n/a change	Opens May 9, 2023	Closes No date set
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Applicants

Search by name, education, or status

Position Actions ▾

- Edit Position
- View Committee
- View Position Activity Log
- View position details
- View Referral Sources
- Add New Applicant
- Close Position
- Delete Position

- Click on “Update Status”

Position Summary

THIS POSITION IS: **Open to New Applicants**

Open Date: 4/26/2023

Deadline: Rolling Deadline Specific Date

POSITION ADVERTISING: "Apply Now" page is not published

URL: The position must be published to activate the URL.

POSITION STATUS: Please set an initial status for your position.

- EDIT POSITION...
- Basic Information
 - Required Documents
 - Evaluation Settings
 - Application Forms
 - Search Committee
 - Position Notes

- Set the position status from the drop down menu
- Set the position settings by selecting the checkboxes
- Click “Save”

POSITION STATUS: Please set an initial status for your position.

Change Position Status

Position Status: **Accepting Applications**

Position Settings

- Applicants can view this status when it is active.
- Applicants can update their application materials while this status is active
- Evaluators can review applications while this status is active.

PUBLISH POSITION

- Publish position by clicking on “Publish”. Please note that the posting is not live until you click on “Publish”.

Position Summary

THIS POSITION IS: 

Open to New Applicants

Open Date *

4/26/2023 

Deadline

- Rolling Deadline
 Specific Date

POSITION ADVERTISING:

“Apply Now” page is **not published**

PUBLISH 

URL
The position must be published to activate the URL.

POSITION STATUS: 

Please set an initial status for your position.

Update Status

Position Details

Basic Information [Edit](#)

Description & Dates

Unit

University of Rochester

Once a position has been published, copy the URL displayed under “URL”. Include this URL in your job posting advertisement to direct applicants to apply via Interfolio.

For more information on creating positions, see Interfolio’s help site: https://product-help.interfolio.com/en_US/creating-and-managing-positions/create-a-position

EDIT AN EXISTING POSITION

EDIT POSITION

- **Note: After the position has been approved, the Office of Academic Affairs will receive email notifications for position edits.**
- **From the FIS home screen, click on “Positions” on the left menu**
- **Click on the position from the list of positions displayed**

Home
Faculty Search
Positions
Templates
Administration
Reports
Users & Groups

Positions

Search for positions

Position ▾ Status ▾ Application Information ▾ EEO Notes

Assistant Professor	Accepting Applications	0 applications Opens: Apr 26, 2023	Add
University of Rochester Faculty ID:115085			

New Position

- **Click on “Position Actions” at the top right corner and select “Edit Position”**

Assistant Professor

Unit: University of Rochester | Status: Accepting Applications | Opens: Apr 26, 2023 | Closes: No date set

Applicants

Search by name, education, or status

Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
No results returned by the selected filters.				

Position Actions ▾

- Edit Position**
- View Committee
- View Position Activity Log
- View position details
- View Referral Sources
- Add New Applicant
- Close Position
- Delete Position

- **Under the “Edit Position” menu on the right side, select the section you want to edit.**

Position Summary

THIS POSITION IS: **Open to New Applicants**

Open Date: 4/26/2023

Deadline: Rolling Deadline

POSITION ADVERTISING: "Apply Now" page is **not published**

PUBLISH

URL: The position must be published to activate the URL.

POSITION STATUS: **Accepting Applications**

With this status active:

- Applicants **can** view this status.
- Applicants **can** update their application materials.
- Evaluators **can** review applications to this position.

change

EDIT POSITION...

- Basic Information
- Required Documents
- Evaluation Settings
- Application Forms
- Search Committee
- Position Notes

For more information on editing an existing position, see Interfolio's help site: https://product-help.interfolio.com/en_US/creating-and-managing-positions/edit-an-existing-position

SETTING A USER'S PERMISSION LEVEL









- Administrators and Committee Managers can set the permission level of users in their unit and below. By default, users have the permission level of an Evaluator. If you are trying to add a user as a Committee Manager but do not see their name as a selectable option when creating/editing a search committee, you will need to assign that user a Committee Manager role.
- From the FIS home page left side menu, click on “Users & Groups”

The screenshot shows the FIS home page interface. On the left, a navigation menu includes 'Home', 'Faculty Search', 'Positions', 'Templates', 'Administration', 'Reports', and 'Users & Groups', which is highlighted with a green arrow. The main content area features a 'My Tasks' section with two task counts: '0 Unread Tasks' and '0 Read Tasks'. A search bar is located at the top right. A message at the bottom of the main area reads 'Looks like you're all caught up. Nice.' with a printer icon.

- Click on the pencil icon on the right side of the desired user's name.

Users, Units & Titles

The screenshot displays the 'Users' page in FIS. At the top, there are tabs for 'Users', 'Units', and 'Titles'. Below the tabs is a search bar labeled 'Search for users' and buttons for 'Download User list' and '+ Add User'. The main content is a table with the following columns: 'User', 'Role & Unit', 'Additional Permissions', and 'Actions'. The first row shows a user named 'Lyle Anderson' with the role 'Administrator | University of Rochester'. A green arrow points to the pencil icon in the 'Actions' column for this user.

User	Role & Unit	Additional Permissions	Actions
Lyle Anderson lyleand@rochester.edu	Administrator University of Rochester	–	
Rochester Admin rochester_admin@interfolio.com	Administrator University of Rochester	–	
Anthony StaffHealth anthony_staffhealth@ummc.rochester.edu	Administrator School of Medicine and Dentistry	–	
Gregory Wilson gregory.wilson@rochester.edu	Administrator Office of the Provost	–	
Terri Sullivan terrisullivan@rochester.edu	Administrator College of Arts, Sciences & Engineering	–	
Cynthia Carlson cynthia.carlson@rochester.edu	Administrator University of Rochester	–	
Marisa Cavalli mariscavalli@rochester.edu	Administrator Simon Business School	–	
Charles Bellizzi charlesbellizzi@rochester.edu	Administrator University of Rochester	–	

- Under “Permissions”, click on “+ Add Role”

Edit User [Close]

First Name * [Text Input] Last Name * [Text Input]

Email * [Text Input]

Single Sign On
 If checked, this user will need to sign on using their institutional credentials.

[Update] [Cancel]

Permissions SSO Identifier

Role
 A user's role determines their capabilities in the program. [Learn more about User Roles.](#)

Role	Unit	Actions
Administrator	University of Rochester	Remove

[+ Add Role] ←

Title
 A title can be assigned to the unit of the administrator's current role or a unit below. [Learn more about titles.](#)

Title	Unit	Actions
-------	------	---------

[+ Add Title]

[Options]

- Select your unit from the drop down list and select the appropriate permission level under Role
- Click “Save”

Edit User [Close]

First Name * [Text Input] Last Name * [Text Input]

Email * [Text Input]

Single Sign On
 If checked, this user will need to sign on using their institutional credentials.

[Update] [Cancel]

Permissions SSO Identifier

Role
 A user's role determines their capabilities in the program. [Learn more about User Roles.](#)

Unit *
 Select a unit ←

Role *
 Committee Manager ←

[Save] [Cancel]

[Options]

For more information on changing a user's role, see Interfolio's help site: https://product-help.interfolio.com/en_US/managing-users/change-a-users-role-or-delete-a-user-in-faculty-search

MANAGE A SEARCH

CHANGE POSITION STATUS

- From the FIS home screen, click on “Positions” on the left menu
- Click on the position from the list of positions displayed

Home
Faculty Search
Positions
Templates
Administration
Reports
Users & Groups

Positions

New Position

Search for positions

Position Status Application Information EEO Notes

Assistant Professor	Accepting Applications	0 applications Opens: Apr 26, 2023	Add
---------------------	------------------------	---------------------------------------	-----

- Under Status and next to the current position status, click “change”. Select the desired status.
- Select the desired position status and click “Confirm” on the pop-up window

Assistant Professor

Position Actions

Unit	Status	Opens	Closes
University of Rochester FS/LM Test Site	Accepting Applications change	Apr 26, 2023	No date set

Applicants

Search by name, education, or status

1 of 1 Applicants Shown.

Applicant Name	Applicant Status	Tags	My Overall Rating
Jane Doe M.A. - Master of Arts, University of Rochester	Complete		☆☆☆☆

Change Status

Please confirm you wish to change the status of this position to **Reviewing Applications**.

WITH THIS STATUS ACTIVE:

- Applicants **can** view this status.
- Applicants **can** update their application materials.
- Evaluators **can** review applications to this position.

Send a message to all applicants with this change

Confirm Cancel

FILTER APPLICANT POOL

- The list of applications can be filtered by data points including highest degree earned, application status, tags, completion status, ratings, or form responses
- Click “Filter” and apply desired filters
- The filtered view can be saved by clicking “Save” or cleared by clicking “Clear Filters”

Assistant Professor

Position Actions ▾

Unit University of Rochester FS/LM Test Site Status Reviewing Applications [change](#) Opens Apr 26, 2023 Closes No date set

Applicants

Search by name, education, or status



Filter ▾

Saved Views ▾

COLUMNS

M.A. - Master of Arts Save Clear Filters

HIGHEST DEGREE EARNED: <input checked="" type="checkbox"/> M.A. - Master of Arts	APPLICATION STATUS: No choices available.	TAGS: No choices available.	PROGRESS: <input type="checkbox"/> Complete
			RATINGS: <input checked="" type="radio"/> My Rating ☆☆☆☆ No Rating
			ARCHIVED: <input type="radio"/> Yes <input checked="" type="radio"/> No
Filter by Form Responses			

USE TAGS TO MARK & SORT APPLICATIONS

- Tags are used to help sort, categorize, and quickly identify applications. Tags are visible to other committee members.
- On the applicant’s profile under “Tags” click “+ Add” to add a tag.
- Alternatively, tags can also be added in bulk from the position page.

Jane Doe

Actions ▾

Education Information

M.A., University of Rochester

Status

n/a [Change](#)

Disposition Code [+ Add](#)

Tags

strong publications

[+ Add](#)

Application

[Complete](#)

[+ Add File](#)

[Read](#)

Documents

Title ^	Date ↕	Actions
C.V.	May 1, 2023	Download
C.V.		
Cover Letter Uncategorized	May 9, 2023	Download
Creative Work Creative Work	May 1, 2023	Download

Forms

Title ^
University Base Application Form 20 Questions

EMAIL APPLICANT(S)

- From the FIS home screen, click on “Positions” on the left menu
- Click on the position from the list of positions displayed

Home
Faculty Search
Positions
Templates
Administration
Reports
Users & Groups

Positions

Search for positions

Position: Assistant Professor
University of Rochester | Faculty | ID:115085

Status: Accepting Applications

Application Information: 0 applications
Opens: Apr 26, 2023

EEO Notes: Add

New Position

- Names of applicants who applied for the position will appear on this position page. Select the checkbox next to the desired applicant(s).
- A red horizontal menu bar will appear. Click on “Email”
- Fill out the information on the pop-up window and click “Send”

Assistant Professor

Position Actions

Unit	Status	Opens	Closes
University of Rochester FS/LM Test Site	Reviewing Applications change	Apr 26, 2023	No date set

Applicants

Search by name, education, or status

1 of 1 Applicants Shown.

Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input checked="" type="checkbox"/> Jane Doe M.A. - Master of Arts, University of Rochester Complete	05/01/23 01:16 PM EDT			☆☆☆☆

Filter Saved Views COLUMNS

READ EMAIL STATUS TAG DISPOSITION CODE DOWNLOAD ARCHIVE

- Alternatively, to email a singular applicant, you can also click on the applicant’s name to see the applicant’s profile. Then click “Actions” from the top right menu, and click “Email applicant”.

Jane Doe

Education Information
M.A., University of Rochester

Status
n/a [Change](#)

Disposition Code [+ Add](#)

Tags
[+ Add](#)

Application [Complete](#) [Add File](#) [Read](#)

Actions

- Share application
- Email applicant
- Download Application PDF
- Download Application ZIP
- Mark application incomplete
- Request recommendation
- Send to Appointment Management (a...)

REQUEST LETTER OF RECOMMENDATION ON BEHALF OF AN APPLICANT

- From the applicant's profile, click "Actions" from the top right menu, and click "Request recommendation"

Jane Doe

Education Information

M.A., University of Rochester

Status

n/a [Change](#)

Disposition Code [+](#) Add

Tags

[+](#) Add

Actions ▾

- Share application
- Email applicant
- Download Application PDF
- Download Application ZIP
- Mark application incomplete
- Request recommendation**
- Send to Appointment Management (a...

Application

[Complete](#)

[+](#) Add File

[Read](#)

Documents

Title ^	Date ↕	Actions
C.V. C.V.	May 1, 2023	Download
Cover Letter Cover Letter	May 1, 2023	Download
Creative Work Creative Work	May 1, 2023	Download

Forms

Title ^

University Base Application Form

20 Questions

- Fill out the recommendation request page and click "Send"

SET STATUS TO HIRED

- Once an applicant has been selected to hire, go to the applicant's profile and under Status, click on "change"
- Set the status to "hired"

Jane Doe

Education Information

M.A., University of Rochester

Status

n/a [Change](#)

Disposition Code [+](#) Add

Tags

[+](#) Add

Actions ▾

- Share application
- Email applicant
- Download Application PDF
- Download Application ZIP
- Mark application incomplete
- Request recommendation**
- Send to Appointment Management (a...

Application

[Complete](#)

[+](#) Add File

[Read](#)

Documents

Title ^	Date ↕	Actions
C.V. C.V.	May 1, 2023	Download
Cover Letter Cover Letter	May 1, 2023	Download
Creative Work Creative Work	May 1, 2023	Download

APPLY DISPOSITION CODES

- From the FIS home screen, click on “Positions” on the left menu
- Click on the position from the list of positions displayed

Home
Faculty Search
Positions
Templates
Administration
Reports
Users & Groups

Positions

New Position

Search for positions

Position Status Application Information EEO Notes

Assistant Professor Accepting Applications 0 applications Opens: Apr 26, 2023 Add

University of Rochester | Faculty | ID:115085

- On the position page, select the checkbox next to the desired applicant(s)' name.
- A red horizontal menu bar will appear. Click on “Disposition Code”

Assistant Professor

Position Actions

Unit Status Opens Closes

University of Rochester FS/LM Test Site Reviewing Applications change Apr 26, 2023 No date set

Applicants

Search by name, education, or status

Filter Saved Views COLUMNS

1 of 1 Applicants Shown.

READ EMAIL STATUS TAG + DISPOSITION CODE DOWNLOAD ARCHIVE

Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input checked="" type="checkbox"/> Jane Doe M.A. - Master of Arts, University of Rochester	05/01/23 01:16 PM EDT			☆☆☆☆

Complete

- **Select the desired disposition code and click “Apply”**

Apply Disposition Code

Search

- Candidate Withdrawn
- Candidate Withdrawn: Accepted Another Job
- Candidate Withdrawn: Location
- Candidate Withdrawn: No Longer Interested
- Candidate Withdrawn: Salary
- Candidate Withdrawn: Schedule
- Candidate Withdrawn: Unable to Contact
- Ineligible: Applied After Job Filled
- Ineligible: Duplicate Application
- Ineligible: Incomplete Application
- Ineligible: Not Authorized to Work in U.S.
- Not Selected: Failed Prescreening
- Not Selected: Lacks Minimum Qualifications
- Not Selected: Lacks Preferred Qualifications
- Not Selected: Less competitive based on education
- Not Selected: Less competitive based on field of study
- Not Selected: Less competitive based on work experience
- Not Selected: No Call/No Show for Interview
- Not Selected: Offer Rescinded
- Not Selected: Poor Interview
- Not Selected: Poor References

APPLY REMOVE DISPOSITION CODE

- **Alternatively, to apply a disposition code to a singular applicant, you can also click on the applicant’s name to see the applicant’s profile. Then next to Disposition Code, click “+ Add”**

ARCHIVE OR UNARCHIVE AN APPLICATION

- From the FIS home screen, click on “Positions” on the left menu
- Click on the position from the list of positions displayed

Home
Faculty Search
Positions
Templates
Administration
Reports
Users & Groups

Positions

Search for positions

Position Status Application Information EEO Notes

Assistant Professor	Accepting Applications	0 applications Opens: Apr 26, 2023	Add
---------------------	------------------------	---------------------------------------	-----

- Select the checkbox next to the desired applicant(s) name.
- A red horizontal menu bar will appear. Click on “Archive”

Assistant Professor

Position Actions

Unit	Status	Opens	Closes
University of Rochester FS/LM Test Site	Reviewing Applications change	Apr 26, 2023	No date set

Applicants

Search by name, education, or status

Filter Saved Views **COMMENTS**

1 of 1 Applicants Shown.

Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input checked="" type="checkbox"/> Jane Doe M.A. - Master of Arts, University of Rochester Complete	05/01/23 01:16 PM EDT			☆☆☆☆

- To unarchive, click the Filter button above the list of applicants. Select “Yes” under “Archived” to filter the list to display only archived positions.
- Select the checkbox next to the desired applicant.
- On the red menu bar that appears, select “unarchive”

Applicants

Search by name, education, or status

Archived Save Clear Filters

Saved Views COLUMNS

HIGHEST DEGREE EARNED: M.A. - Master of Arts

APPLICATION STATUS: No choices available.

TAGS: strong publications

PROGRESS: Complete Incomplete

RATINGS: My Rating
☆☆☆☆☆ No Rating

ARCHIVED: Yes No

2 Applicants Shown.

STATUS TAG + DISPOSITION CODE DOWNLOAD

Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input checked="" type="checkbox"/> Jane Doe M.A. - Master of Arts, University of Rochester <input type="button" value="Complete"/>	05/01/23 01:16 PM EDT		<input type="button" value="⊕"/>	☆☆☆☆☆

CLOSE POSITION

- Please follow the University of Rochester Posting Requirements guidelines for your school regarding the number of days a position must stay open.
- Please note that positions with applications attached to them can only be closed, not deleted.
- From the position page, click on “Position Actions” from the top right drop down menu and click “Close Position.”

Assistant Professor

Unit	Status	Opens	Closes
University of Rochester FS/LM Test Site	Reviewing Applications change	Apr 26, 2023	No date set

Applicants

Search by name, education, or status

1 of 1 Applicants Shown.

<input type="checkbox"/>	Applicant Name ^	Date Updated ↕	Applicant Status	Tags	My Overall Rating ↕
<input type="checkbox"/>	Jane Doe M.A. - Master of Arts, University of Rochester	05/01/23 01:16 PM EDT			☆☆☆☆☆

Complete

Position Actions ▾

- Edit Position
- View Committee
- View Position Activity Log
- View position details
- View Referral Sources
- Add New Applicant
- Close Position**

- Indicate if an applicant has been selected.
- If “yes” click on “+ Add Applicant”, select the desired applicant, and click “Close Position”
- If “no” add a note to document why no selection was made, and click “Close Position”

Closing Position

Was an applicant selected?

Yes

No

Select Applicant(s)

You must select at least one applicant to continue.

Add Applicant

REOPEN A CLOSED POSITION

- From the FIS home screen, click on “Positions” on the left menu

The screenshot shows the FIS home screen. On the left sidebar, the 'Positions' menu item is highlighted with a green arrow. The main content area displays a table of positions. The first row is for an 'Assistant Professor' position at the University of Rochester, Faculty, ID:115085, with a status of 'Accepting Applications', 0 applications, and an open date of Apr 26, 2023. A 'New Position' button is located in the top right corner.

- Click on “Filter” and in the pop up window, select “Closed” in the “Active or Closed?” section.

The screenshot shows the FIS Positions page with the 'Filter' button highlighted by a green arrow. A 'Filters' pop-up window is open on the right side of the screen. In the 'Active or Closed?' section of the filters, the 'Closed' radio button is selected, indicated by a green arrow.

- Click on the desired position to reopen.
- Click on “Position Actions” in the top right corner and click “Open Position”

Assistant Professor

The screenshot shows the FIS Assistant Professor position detail page. The position is shown as closed. The 'Position Actions' menu is open in the top right corner, and the 'Open Position' option is highlighted with a green arrow. The page includes a message stating 'This position is closed. To receive new applications for the position, or to allow committee members to review previous applicants, you must reopen the position.' Below this is a table with columns for Unit, Status, Opens, and Closes. The Status column shows 'Accepting Applications (Closed) change'. The Opens column shows 'Apr 26, 2023'. The Closes column shows 'No date set'. Below the table is an 'Applicants' section with a search bar and a table with columns for Applicant Name, Date Updated, Applicant Status, Tags, and My Overall Rating. The table is currently empty, with a message stating 'No results returned by the selected filters.'

For more information on managing a search, see Interfolio’s help site: https://product-help.interfolio.com/en_US/creating-and-managing-applications

When completing the 500 form once a candidate has been selected for hire, please include the Position ID #:

Positions

[+ New Position](#)

Search for positions

Position ▾	Status ▾	Application Information ▾	EEO Notes
Assistant Professor University of Rochester Faculty ID:115085	Accepting Applications	0 applications Opens: Apr 26, 2023	Add

Click here for an in-depth training course on Faculty Search for Administrators: https://rise.articulate.com/share/W-GxsP51z-YF0IFRD2r1GbTFIMYyaTma#