

FACULTY SEARCH TRAINING GUIDE FOR COMMITTEE MANAGER

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.

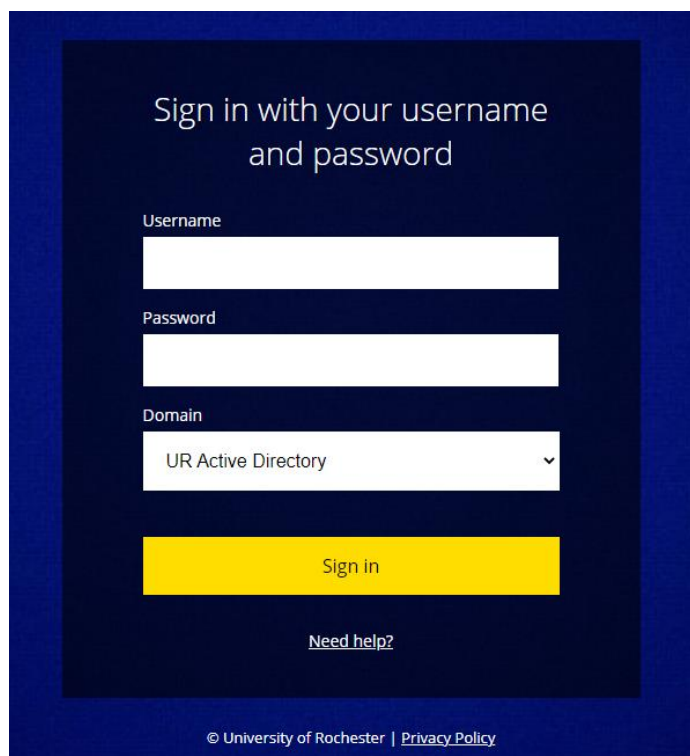
Note: You must be included the UR Faculty: Faculty Search database in order to access Faculty Search. If you are not or would like to request access on behalf of a new user, please send an email to URFacultyHelp@rochester.edu and include:

- 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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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 UR Faculty 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 University of Rochester | Faculty | ID:115085 Accepting Applications 0 applications Opens: Apr 26, 2023 Add

New Position

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

Assistant Professor

Unit: University of Rochester Status: Accepting Applications [change](#) Opens: Apr 26, 2023 Closes: No date set

Applicants

Search by name, education, or status

Filter ▾ Saved Views

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
☐ Specific Date

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...

1. Basic Information
2. Required Documents
3. Evaluation Settings
4. Application Forms
5. Search Committee
6. 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 UR Faculty home page left side menu, click on "Users & Groups"

Home
Faculty Search
Positions
Templates
Administration
Reports
Users & Groups

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.

My Tasks

0 Unread Tasks

0 Read Tasks

Title Due Date

Looks like you're all caught up. Nice.









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

Users, Units & Titles

Users Units Titles

Search for users

Download User list Add User

| User | Role & Unit | Additional Permissions | Actions |
|------------------------------------------------------------------------------------------------|---------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------|
| Linda Anderson lindaanderson@rochester.edu | Administrator University of Rochester | — |  |
| Rochester AP/Chair rochester_apuser@interfolio.com | Administrator University of Rochester | — |  |
| Kimberly Brathwaite kimberly.brathwaite@simon.rochester.edu | Administrator School of Medicine and Dentistry | — |  |
| Jonathan Brinson jonathan.brinson@rochester.edu | Administrator Office of the Provost | — |  |
| Tara Bullman TaraBullman@rochester.edu | Administrator College of Arts, Sciences & Engineering | — |  |
| Lyndee Carlson lyndee.carlson@rochester.edu | Administrator University of Rochester | — |  |
| Wendie Caville wcaville@simon.rochester.edu | Administrator Simon Business School | — |  |
| Charles DeMunier Charles.DeMunier@rochester.edu | Administrator University of Rochester | — |  |

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

Edit User ✕

First Name * Last Name *

Email *

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 ✕

First Name * Last Name *

Email *

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 ▾

- **Note:** if you are trying to add someone to your search committee who is not in the UR Faculty database at all, please do not add a new user yourself. Please contact URFacultyHelp@rochester.edu so that the UR Faculty team can set up the new user with the correct security settings. Once they are in the database as a user, you can add them to your search committee.

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

The screenshot shows the 'Positions' page in Interfolio. On the left sidebar, the 'Positions' link is highlighted with a green arrow. The main table lists positions. The first row, 'Assistant Professor' at the 'University of Rochester', is highlighted with a green arrow. The status is 'Accepting Applications'.

- You are now on the position profile page. Under Status and next to the current position status, click “change”. When you choose a new position status, a pop-up will display what that status means for current applicants and evaluators. The position status does not affect whether new candidates can apply to the position or not (use open date/unpublish position/close position to control that).

Assistant Professor

The screenshot shows the 'Assistant Professor' position profile page. The 'Status' dropdown menu is open, showing various options. The 'Reviewing Applications' option is highlighted with a green arrow. The page also shows the 'Applicants' section with a search bar and a list of applicants, including 'Joseph Baker'.

- Select the desired position status and click “Confirm” on the pop-up window.

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

USE APPLICATION STATUS

- Use application statuses to track the progress of applications. Application statuses can also be filtered by in Faculty Search reports, which might be useful for you.
- On the position profile page, you will see the pool of applicants who have applied for the position. Click on an applicant’s name to enter their application profile page. Under Status, click “change”. When you choose a new application status, a pop-up will display what that status means for the applicant.
- Select the desired application status and click “save” on the pop-up window.

Joseph Baker

Education Information

M.A., Interfolio University

Status

n/a Change

Dis Under Review Add

Tags

+ Add

▼

Pre-screen

Withdrawn

Interview

Longlist

Shortlist

Strong Candidate

Offer Pending

Offer Accepted

Send to myURHR

Decline

Remove Status

Form:

Title:

Univ:

13 Qu

ion Form

ents

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

[Q](#)

M.A. - Master of Arts [x](#) [Save](#) [Clear Filters](#)

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

APPLICATION STATUS:
No choices available.

TAGS:
No choices available.

PROGRESS:
☐ Complete

RATINGS:
☒ My Rating
☆☆☆☆☆ No Rating

ARCHIVED:
☐ Yes ☒ 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](#) [+](#)

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

Documents

| Title ^ | Date ↕ | Actions |
|--------------------------------|-------------|--------------------------|
| C.V. C.V. | May 1, 2023 | Download |
| 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 position profile, select the checkbox next to the desired applicant(s).
- 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”

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 | 05/01/23 01:16 PM EDT | | + | ☆☆☆☆☆ |

[Complete](#)

- Fill out the information on the pop-up window and click “Send”.
- 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](#)

Actions ▾

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

[Complete](#)

[+ Add File](#)

[Read](#)

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 [v](#)

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

[v](#) Application

Complete

[+ Add File](#)

Read

Documents

| Title ^ | Date v | 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"

ARCHIVE OR UNARCHIVE AN APPLICATION

- During the search process, you may want to archive specific applications so that it is no longer displayed in the applicant pool (unless you change the filters). For example, if an applicant is not moving on to the next stage of the recruitment process, you may choose to archive their application so it is no longer visible to Evaluators.
- From the position profile, select the checkbox next to the desired applicant(s).
- Select the checkbox next to the desired applicant(s)' name.
- A red horizontal menu bar will appear. Click on "Archive"

Assistant Professor

Position Actions [v](#)

| 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](#) [v](#)

[Saved Views](#) [v](#)

[COLUMNS](#)

1 of 1 Applicants Shown.

[READ](#) [EMAIL](#) [STATUS](#) [v](#) [TAG](#) [v](#) [+ DISPOSITION CODE](#) [DOWNLOAD](#) [ARCHIVE](#)

| Applicant Name ^ | Date Updated v | Applicant Status | Tags | My Overall Rating v |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------|-------------------|-------------------------------------|
| <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

HIGHEST DEGREE EARNED:

APPLICATION STATUS:

TAGS:

PROGRESS:

☐ M.A. - Master of Arts

No choices available.

☐ strong publications

☐ Complete
☐ Incomplete

RATINGS:





☒ My Rating
☐ No Rating


ARCHIVED:

☒ Yes
☐ No

Filter by Form Responses

2 of 2 Applicants Shown.

 READ  EMAIL STATUS TAG + DISPOSITION CODE  DOWNLOAD  UNARCHIVE

| 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 | |  | ☆☆☆☆ |

APPLY DISPOSITION CODES

- Once an applicant has been selected for hire and you are getting ready to close out the position, you will first apply disposition codes to all the applicants who have not been selected, including the applications you may have archived (change the filters to display archived applications).
- On the position profile 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

1 of 1 Applicants Shown.

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 ▴ |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------|--------------|---------------------|
| <div><div><input checked="" type="checkbox"/></div><div>Jane Doe</div><div>M.A. - Master of Arts, University of Rochester</div><div>Complete</div></div> | 05/01/23 01:16 PM EDT | | <div>+</div> | <div>☆☆☆☆</div> |

- Select the desired disposition code and click “Apply”

Apply Disposition Code

☐ 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”

HOW TO REMOVE A POSITION FROM APPLICANT VISIBILITY (any one of the following)

- Update application deadline to a date that has passed
- Unpublish the position
- Close the position – if you are ready to hire the applicant who has accepted an offer

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 | Position Actions |
|-----------------------------------------|-----------------------------------------------|--------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| University of Rochester FS/LM Test Site | Reviewing Applications change | Apr 26, 2023 | No date set | <div>Edit Position View Committee View Position Activity Log View position details View Referral Sources Add New Applicant Close Position</div> |

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 | + | ☆☆☆☆ |


- 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.

- The process of having your selected applicant approved for hire starts by closing the position. This will trigger a notification to the Office of Academic Affairs to approve or reject the hire.

- If the corresponding position in myURHR is closed, the position status of the UR Faculty position will automatically change to “Closed in myURHR”. This is only a position status change for visibility purposes, and does not actually close the position. Closing a position in UR Faculty will need to be done manually by clicking on Position Actions.

REOPEN A CLOSED POSITION

- If for some reason you need to reopen a closed position, click on “Filter” and in the pop up window, select “Closed” in the “Active or Closed?” section.

The screenshot shows the Interfolio 'Positions' page. A green arrow points to the 'FILTER' button. A second green arrow points to the 'Active or Closed?' section in the filters pop-up, where the 'Closed' radio button is selected.

- 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 'Assistant Professor' position page. A green arrow points to the 'Position Actions' dropdown menu, and another green arrow points to the 'Open Position' option within the menu.

| Unit | Status | Opens | Closes |
|-------------------------|--------------------------------------------------------|--------------|-------------|
| University of Rochester | Accepting Applications (Closed) change | Apr 26, 2023 | No date set |

Applicants

Search by name, education, or status

No results returned by the selected filters.

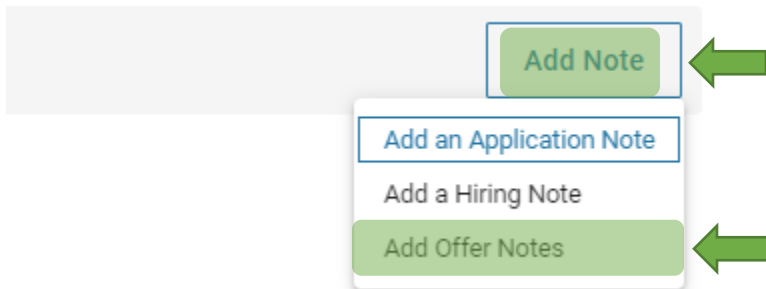
For more information on managing a search, see Interfolio’s help site: https://product-help.interfolio.com/en_US/creating-and-managing-applications

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

SENDING A HIRE TO MYURHR

- An integration has been set up to send a hire directly from UR Faculty to myURHR. There, they will be placed into the position that was initially created to kick off the recruitment process. If the hire will be using a different job code from what was entered into the myURHR position, you will need to first update the myURHR position to reflect this.
- Enter the applicant's profile. You can do this even if the position has been closed. (To find a closed position, change the filters on the Positions page to display closed positions).
- You will need to indicate which business process should be used in myURHR. Scroll down to the bottom of the applicant's profile and click on "Add Note", then select "Add Offer Note". Enter one of the following business processes (BPs) exactly as it appears here:
BP: new hire
BP: rehire
BP: add job

Note for transfers: If this is a benefits eligible position that will replace the applicant's current benefits eligible position, then the integration must be bypassed. This will require a business process of "change job", which must be initiated directly in myURHR. Please follow myURHR guidelines to initiate this action in myURHR. If this is done, document the action in UR Faculty by updating the applicant status to "Change Job Manually Initiated in myURHR".




- Note that it is your responsibility to obtain the URID and enter it in Hiring Note if you are trying to send to myURHR a faculty member who has current or previous employment with University of Rochester. If the URID is not included, the hire will not successfully be passed through the integration. To obtain URIDs, you can use University of Rochester's Identity Management database (<https://myidentity.rochester.edu/identity/admin/search>). If you do not have access to this, please submit a ticket to the University of Rochester's IT Helpdesk.
- **Note for rehires with a name change:** if you discover that the applicant you are trying to rehire has had a name change (looking up their information in Identity Management will help you figure this out), you will need to notify Identity Management. Once the integration sends over the hire to myURHR, it will get stuck at the Identity Management step of the process if the hire's identity is not verified. Please enter a support ticket (UnivITHelp@rochester.edu) to alert Identity Management that you are trying to rehire someone with a name change.

Offer Notes

Add a note to provide clarification about this applicant to your committee. Notes can only be created by Committee Managers and Administrators, but are visible to all members of this committee.

BP: new hire

 ✓ Save Cancel

- If the hire is already affiliated with University of Rochester and has a URID, it will need to be indicated. Click on “Add Note” again and select “Hiring Note”. There, enter only the 8 digit URID.

Add Note

Add an Application Note


Add a Hiring Note

Add Offer Notes

Hiring Note

Add a note to provide clarification about this applicant to your committee. Notes can only be created by Committee Managers and Administrators, but are visible to all members of this committee.

12345678

✓ SaveCancel

- Finally, update the application status to send the hire to myURHR. On the applicant's profile under Status, click on "Change". Note that the application status is different from the position status; the application status is found on the individual applicant's profile. Select the status "Send to myURHR". This triggers the integration to send the hire to myURHR.
- If you ever need to retrigger the integration (perhaps after making corrections to the applicant's information), click on "Change" next to the status and select "Remove Status". Then set the status to "Send to myURHR" again.

Jane Doe

Education Information

M.A., University of Rochester

Status

Send to myURHR

Change

Disposition Code

Send to myURHR

Under Review

Pre-screen

Withdrawn

Interview

Longlist

Shortlist

Strong Candidate

Offer Pending

Offer Accepted

Hired

Decline

Remove Status

Application

Documents

Title ^

C.V.

C.V.

Cover Letter

Uncategorized

Creative Work

Creative Work

- Note: once the hire is successfully sent to myURHR via the integration, the application status will automatically update to “Successfully sent to myURHR”.
- For your reference, here are the definitions of the three business processes that can be used to send hires:
 - BP: new hire - A candidate who does not have an employee/worker record in HRMS or Workday
 - BP: rehire - A candidate with an employee/worker record in HRMS or Workday.
 - BP: add job - The add job process is used to hire an internal candidate into a new position without terminating their current position.
- **WORKDAY STEP: Continue with onboarding your hire in Workday following myURHR instructions. Note: the hire integration from UR Faculty to myURHR runs once an hour.**

Click here for an in-depth training course on Faculty Search for Committee Managers:
https://rise.articulate.com/share/zkESWoStzmxsj8TgJzv0XrRfCbQXmvG9#