# Academic Search & Recruiting

## Quick Start Guide: Evaluator

**Contents**

| Document Owner | Office of Equal Opportunity and Affirmative Action |
|---|---|
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| Based on | Interfolio - Faculty Search |

# Quick Start Guide: Evaluator (Search Committee Member)

How to Login: http://interfolio.com

## Sign In

### Sign in with email

**Email** *

[Enter Email]

**Password** *

[Enter Password]

**Sign In**

Forgot your password?

### Or sign in with:

Partner Institution

G   Google

To login select "Partner Institution." This will bring you to the CU Single Sign On (SSO) page. Please login using your UNI and password. After you login, the site will take you to your Home Page. Your home page will contain positions where you are an evaluator on the committee.

interfolio                                                                                           Evaluator Role

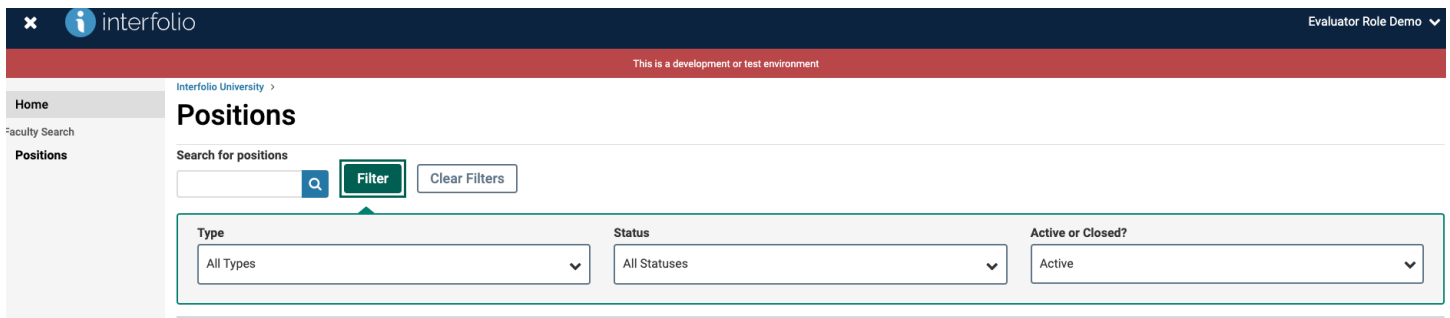This is a development or test environment

Home
Faculty Search
Positions

**My Tasks** 20

| | | | | Search |

**17**
Unread Tasks

**3**
Read Tasks

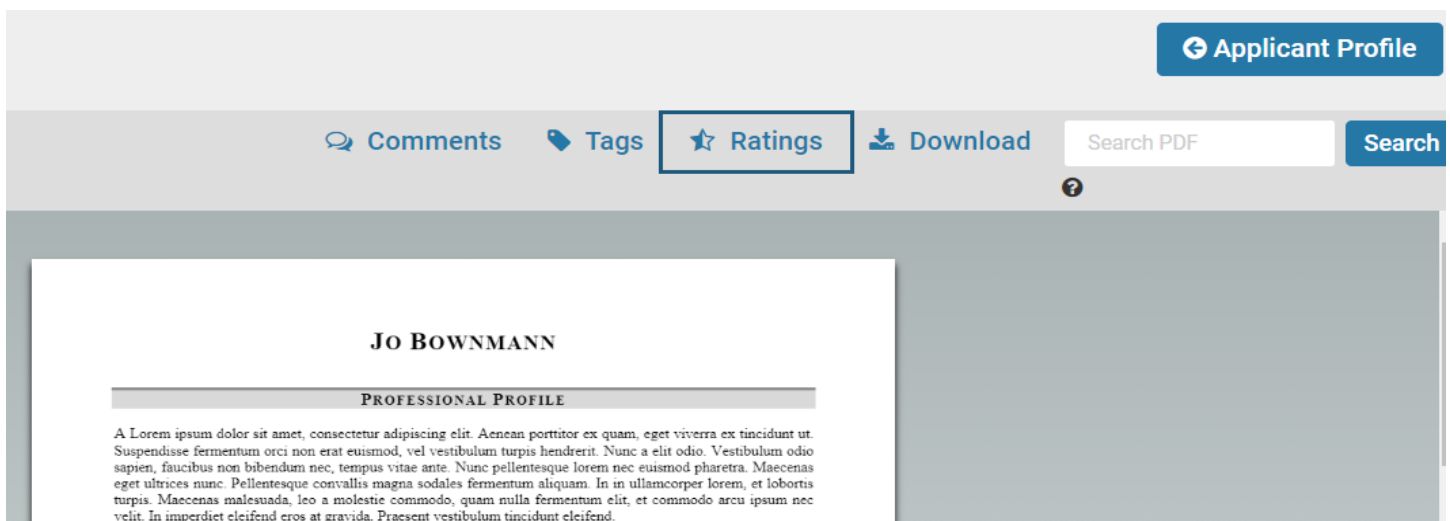| Title | Due Date |
|---|---|
| **Professor of English Literature** English \| Faculty | |

## Finding Positions

From the Positions list you have the option to search, filter, or scroll to find the position that you want to review.

- **Search:** You can search for a particular position by name, unit, position type, status or date

- **Filter:** You can also filter the list to only display positions of a particular type, status, or limit the display to either active or closed positions

Click the Title of the position to access the applications in that pool. Applications are listed in a table that displays the applicant name, the date the application was last updated, the applicant status, and if permissions allow; a rating summary.

## Evaluation Settings

While drafting the posting, the Committee Manager has the option to create evaluation criteria in the Evaluation Settings section. To use this section to evaluate applicants, at least one criterion must be created (but no more than five criteria total). Common examples of criteria include: Scholarship, Teaching, Research, Commitment to Inclusive Pedagogy, etc. Evaluators will be able to rate candidates by assigning a rating of one to five stars. To assign a rating to an applicant, navigate to the document viewer, select Ratings and choose the appropriate rating for each of the objective criteria. Then click the "X" in the top right hand corner of the ratings pop-up. The ratings will save automatically.

**Customizing the Columns of Information that display on your view of the Applicant List**

**Click the "Columns" button to the right of the page and select the columns of information you want to display**

The default columns that will display are applicant name, date updated, tags, and overall average rating (if enabled). You can add columns for complete status, date submitted, highest degree earned and highest degree date, and your overall ratings. Note that you can restore the default columns at any time.



**Reviewing Applications**

You can either select one application to review by clicking on the applicants name or you can select multiple applications to review by checking the box to the left of the name of each applicant that you would like to review and select read. You will then be taken to the online materials reviewer.

To navigate between applications use the forward and back buttons as indicated in the image above. To navigate within one application click application and select the document you want to review. If internal documents have been added to the application by the search committee, they will be bookmarked in the viewer as well. If enabled, you may be able to rate the applicant.



## Filtering the list of Applicants

Click the "Filter" button at the top of the list to open a set of options for filtering the list. You can filter the list of applications by data points including highest degree earned, application status, ratings, or completion status.
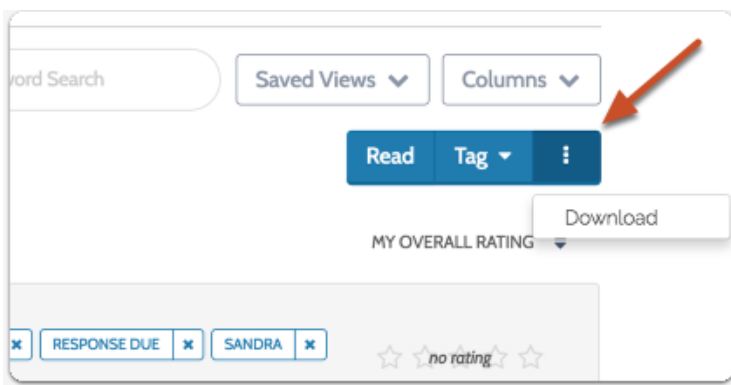
Applicants

Search by name, education, or status

[                    ] [🔍]

[Filter ⌄] [Saved Views ⌄] [Columns ⌄]

| HIGHEST DEGREE EARNED: | APPLICATION STATUS: | TAGS: | PROGRESS: |
|---|---|---|---|
| ☐ B.Sc. - Bachelor of Science | ☐ AA Cleared | No choices available. | ☐ Complete |
| ☐ B.A. - Bachelor of Arts | ☐ Selectee | | |

RATINGS:

◉ My Rating

☆ ☆ ☆ ☆ ☆  No Rating

## Notes and Annotations

You can leave notes/annotations on the material by selecting the writing icon. Only you can view the notes you leave on an application.

Click the "More Options" icon and select "Download" to save PDF copies of all selected applications.