

# Academic Search & Recruiting

## Quick Start Guide: Evaluator

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Document Owner	Office of Equal Opportunity and Affirmative Action
Date of Last Update	April 8, 2021
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 \*

Password \*

[Forgot your password?](#)

### Or sign in with:

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

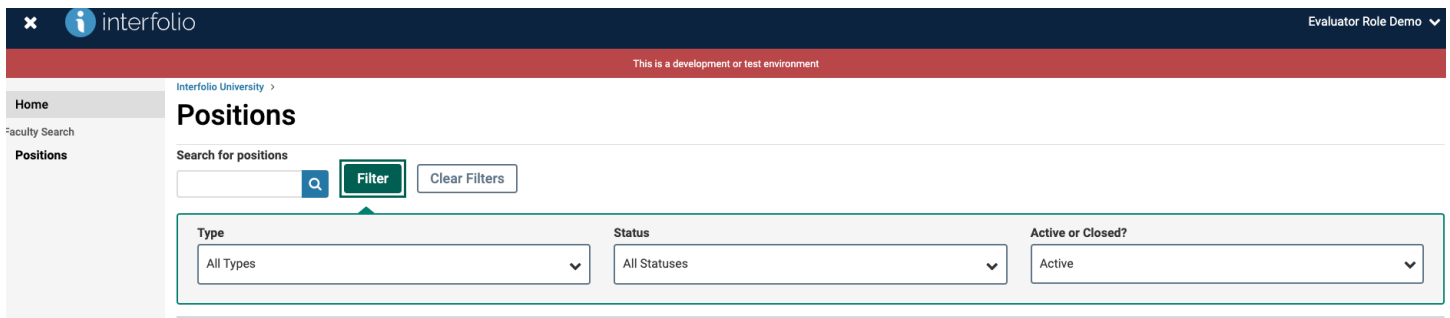
17 Unread Tasks

3 Read Tasks

Search

Title	Due Date
Professor of English Literature	
English   Faculty	

## Finding Positions



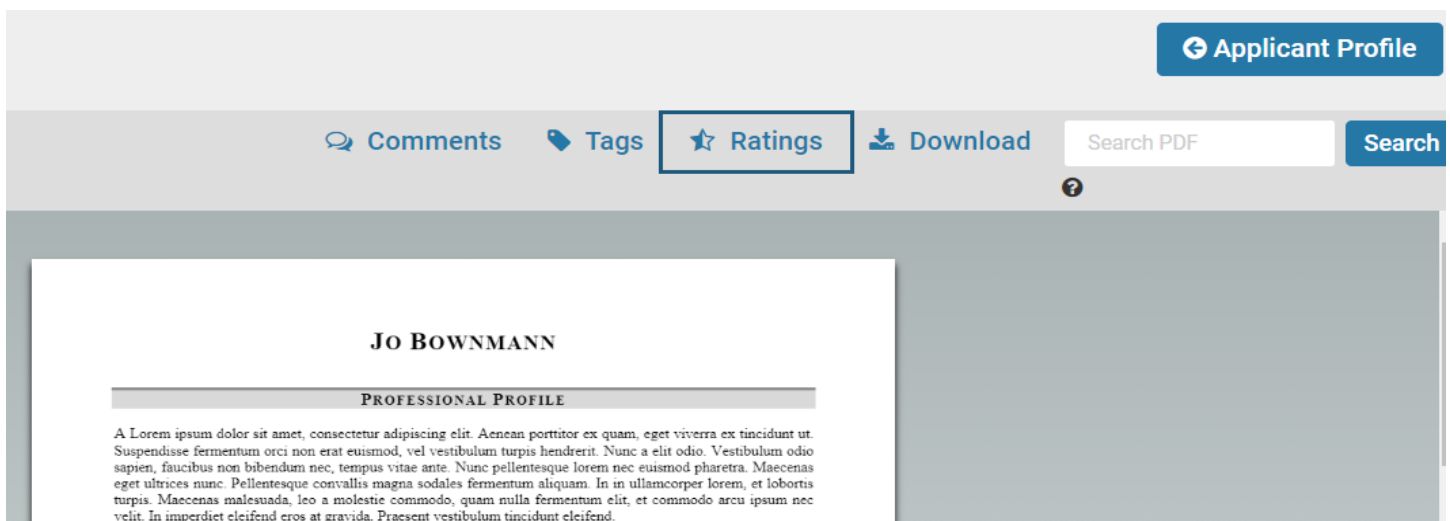
From the Positions list you have the option to search, filter, or scroll to find the position that you want to review.

- **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.

**Columns** Restore Default

Search

**SELECTED** ^

- Applicant Status
- Date Updated
- My Overall Rating
- Overall Rating

**AVAILABLE** ^

- Complete

Done

## 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.

7 of 7 Applicants Shown.

Read Tag i

Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input type="checkbox"/> <b>Anna Anderson</b> <input checked="" type="checkbox"/> M.F.A. - Master of Fine Arts, Interfolio University <span>COMPLETE</span>	Nov 9, 2014	Shortlist	Strong portfolio WL Wrong Degree +	★★★★☆
<input checked="" type="checkbox"/> <b>David Taylor</b> B.A. - Bachelor of Arts, University of Interfolio <span>COMPLETE</span>	Nov 9, 2014	Shortlist	Previous applicant Strong portfolio +	★★★★☆

## Maria Anderson

1 of 3 Applicants < > Comments

Application Annotations

- > APPLICATION
- INTERNAL DOCUMENTS

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E: laurie.test@interfolio.com

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.

sit amet quis lorem.

Morbi dolor nunc, pharetra vel egestas sed, malesuada in libero. Phasellus id erat commodo, auctor orci sit amet, cursus enim. Vestibulum ligula dui, dignissim et massa aliquam, interdum pellentesque est. Cras eget sapien diam. Morbi ut urna dignissim, fringilla nisi in, dapibus augue. Donec in pulvinar dui. Aliquam vel sem neque. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Maecenas eu sem aliquet, fringilla eros in, hendrerit sem. Maecenas eu viverra dui. Duis a erat urna. Donec sit amet diam in nunc accumsan gravida. Mauris tristique neque et eleifend bibendum.

Proin sagittis arcu elit, vel egestas enim porttitor ut. Nulla non ultrices lorem. Maecenas accumsan ipsum in mauris tempor auctor. Mauris lacinia pellentesque aliquet. Mauris vehicula, enim eu lobortis scelerisque, nisi sem malesuada odio, non suscipit libero nunc id mauris. Mauris porta aliquam magna non egestas.

Sincerely,

Point Area Text

Previous Material < 1 / 1 > Next Material

### 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

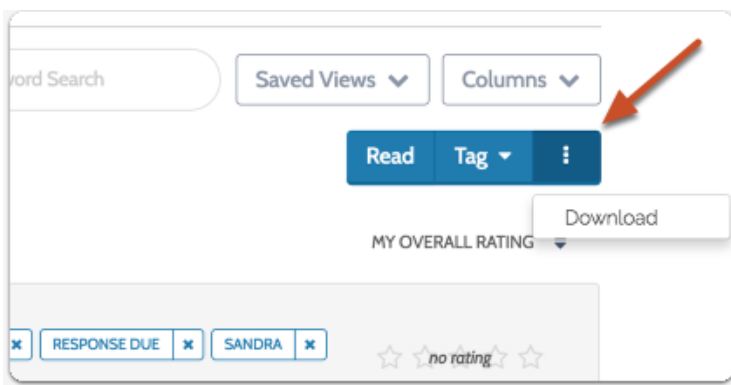
Saved Views

Columns

<b>HIGHEST DEGREE EARNED:</b> <input type="checkbox"/> B.Sc. - Bachelor of Science <input type="checkbox"/> B.A. - Bachelor of Arts	<b>APPLICATION STATUS:</b> <input type="checkbox"/> AA Cleared <input type="checkbox"/> Selectee	<b>TAGS:</b> No choices available.	<b>PROGRESS:</b> <input type="checkbox"/> Complete
			<b>RATINGS:</b> <input checked="" type="radio"/> 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.