



## Faculty Search for Administrators

This checklist is intended for Administrators who are new to Interfolio Faculty Search. Administrators can create, manage, and monitor searches at their assigned institutional level, or at units in the hierarchy below the unit they administer.

### Getting Started

- [Sign In to Interfolio](#)
- [Setting Up Your Organizational Units](#)
- [Add New Users & Assign Roles](#)

### Program Settings

- Create and Manage [Position Statuses & Application Statuses](#)
- [Create Custom Application Forms](#)

### Creating and Managing Searches

- [Creating a Position Posting](#)
- [Best Practices for Faculty Search: Managing a Search](#)
- [Assign or Change an Application Status](#)
- [Access Applications and Read Materials](#)
- [Rate Applicants](#)
- [Email Applicants](#)
- [Reporting on your Faculty Searches](#)

### **Online Training:**

Take our online Administrator training for Faculty search by following this link: [Faculty Search Administrator Training](#)

Password: INTFjf1 (January 1-February 29); INTFma2 (March 1 - April 30)

### **Scholar Services:**

For additional help, you can always contact our Scholar Services team at [help@interfolio.com](mailto:help@interfolio.com) or by telephone Monday-Friday, 9am-6pm, Eastern Standard at (877) 997-8807 (Toll Free).