



Faculty Search for Committee Managers

This checklist is intended for Committee Managers who are new to Interfolio Faculty Search. Committee Managers supervise searches at the department level. Committee Managers can edit settings and statuses (if permissions allow), view reports, communicate with applicants, and evaluate applications.

Getting Started

[Sign In to Interfolio](#)

[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 Committee Manager training for Faculty search by following this link:

[Faculty Search Committee Manager 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 or by telephone Monday-Friday, 9am-6pm, Eastern Standard at (877) 997-8807 (Toll Free).