



## Faculty Search/Interfolio

### Log -In

Log in as a partner institution.

Use your Emory Single Sign in

Sign In

Sign in with email

Email \*

Enter Email

Password \*

Enter Password

Sign In

[Forgot your password?](#)

Other Sign In Options

[Sign in with Partner Institution](#)

[Sign in with Google](#)

Don't have an account?

Use Interfolio's suites of services to simplify your academic life.

[Create an account](#)

## Faculty Search/Interfolio

### FACET-Faculty Search /Interfolio

This applicant tracking and search committee tool is especially designed to assist the search committee and its administrator. This system is utilized for viewing, managing, and organizing the candidate's submissions. Administratively helpful in the posting, review, and selection process.

### Utilizing FACET- Faculty Search and Compliance

**Faculty Search/Interfolio** will be the official data of record for all applicants, candidates, and final selection.

The official record comes with the responsibility of ensuring that data for all applicants and positions posted includes all compliant information. As a federal contractor and the recipient of federal dollars we are obligated to follow the rules of the OFCCP (Office of Federal Contract Compliance Programs).

This agency audits Emory on a regular basis to ensure we follow the guidelines of a federal contract employer. The audit process ensures that we have made a "good faith effort" to hire women and minorities in all positions.

#### **What steps ensure a compliant search?**

_____ Candidates are offered the opportunity to Self-ID as to race and gender.	Page 11
_____ Search committee of three or more participants	page 13
_____ The approved Faculty Recruitment Plan is attached to the general notes.	page 15
_____ Job posting are documented to include diversity sites.	page 18
_____ Link to FACET/ Interfolio posting is placed on iCIMS Faculty Portal.	page 19
_____ More than three candidates are interviewed.	page 25
_____ All candidates that are interviewed are marked as such in the system	page 25
_____ The search committee views the candidate pool diversity at the interview stage	page 19
_____ The candidate that is selected is marked as such in the system	page 25
_____ All candidates are rejected and given an official disposition	page 27
_____ The requisition is marked as closed	page 28
_____ The finalist selected is asked to create a profile in iCIMS for onboarding	page 27
_____ The Interfolio requisition Position notes fields are edited for reporting	Page 30



## Creating a Requisition in Faculty Search/ Interfolio

From the side bar menu select Positions

Then select “New Position” Button

The screenshot shows the Emory University Interfolio interface. The top navigation bar includes the Emory University logo and the name 'EMORY UNIVERSITY'. The user's name 'David Goetsch' is visible in the top right corner. The left sidebar menu contains various options: Home, Faculty Search, Positions (highlighted with a red arrow), Templates, Administration, Reports, and Users & Groups. The main content area is titled 'Positions' and features a search bar with a 'FILTER' button. Below the search bar is a table of positions. A red arrow points to the 'New Position' button in the top right corner of the main content area.


Position	Status	Application Information	EEO Notes
<a href="#">2020-2021 UNCF/Mellon Fellowship at James Weldon Johnson Institute</a> James Weldon Johnson Institute   Fellowship   ID:55065	Position Closed	1 applications Opens: Oct 24, 2019	<a href="#">Add</a>
<a href="#">2021-22 Dissertation Fellowship for Pre-Doctoral Scholars - James Weldon Johnson Institute</a> James Weldon Johnson Institute   Fellowship   ID:68460	Position Closed	37 applications Open from: Jan 1, 2021 - Feb 25, 2021	<a href="#">Add</a>
<a href="#">2021-22 Visiting Fellowship for Post-Doctoral Scholars - James Weldon Johnson Institute</a> James Weldon Johnson Institute   Fellowship   ID:68461	Position Closed	106 applications Open from: Jan 1, 2021 - Feb 25, 2021	<a href="#">Add</a>
<a href="#">2022-2023 Dissertation Completion Fellowship</a> Fox Center for Humanistic Inquiry   Fellowship   ID:82835	Position Closed	23 applications Open from: Oct 1, 2021 - Nov 22, 2021	<a href="#">Add</a>



## Creating a New Position

Complete the new TYPE and assigned Unit or department

Select "Create"


David Goetsch ▾

Emory University > Positions >

# Create Position

TAKE A TOUR

Please select information about the position you want to create. You cannot make changes to these fields once the position is created.

Type\* 


Search For or Select Unit \*

Emory University


What kind of position would you like to create?

A new position

Clone from an existing position




Create Cancel

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## Creating a New Position (cont.)

Next select Basic Information:


Position title, Position Type, Date to go live, Insert your job description

David Goetsch ▾

Emory University > Positions > Untitled Position >

# Basic Information

Home  
Faculty180  
Announcements & Help  
Account Access  
Administration ▾  
Faculty Search  
Positions  
Templates  
Administration  
Reports  
Users & Groups



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### Description & Dates



**Position Title \***

**Location \***

**Position Type**

Faculty

**Open Date \***



**Deadline**

**GENERAL INFORMATION**

Start by filling out some general information about the position, including most of the fields required to publish your opening.

## Creating a New Position (cont.)


Next select the **Required documents** you want from the candidate to submit to the search committee

- Ensure this matches the verbiage in the Ad

The screenshot displays the Emory University Interfolio interface. At the top, the Emory University logo and the name 'EMORY UNIVERSITY' are visible on the left, and the user name 'David Goetsch' is on the right. The breadcrumb trail indicates the current location: 'Emory University > Positions > Assistant or Associate Professor in Modern and Contemporary Chinese Studies >'. The main heading is 'Position Summary'. Below this, the status is 'Position Closed' and 'Open to New Applicants' is disabled. The 'Open Date' is set to 8/1/2019. The 'Deadline' is set to 'Rolling Deadline'. The 'POSITION ADVERTISING' section shows that the 'Apply Now' page is 'now published'. An 'UNPUBLISH' button is present. On the right, the 'EDIT POSITION...' sidebar lists six options: 1. Basic Information, 2. Required Documents, 3. Evaluation Settings, 4. Application Forms, 5. Search Committee, and 6. Internal Notes. A red arrow points to the 'Required Documents' option.

## Creating a New Position (cont.)

Select each required candidate submission and select “Add requirement”

David Goetsch ▾













Emory University > Positions > Assistant or Associate Professor in Modern and Contemporary Chinese Studies >

# Required Documents

Assistant or Associate Professor in Modern and Contemporary Chinese Studies

8 Documents Required

Drag and drop the documents in the list below to change the order they will appear in the application requirements.

1	Cover Letter		
1	C.V.		
1	Writing Sample		
1	Teaching Statement		
3	Confidential Letter of Recommendation or Evaluation		
1	Research Statement		

[+ Add Requirement](#)

Additional Applicant Options

**REQUIRED DOCUMENTS**

Customize the document requirements for your opening using our list of standard document types. Don't see what you need? Select *Other Document* and enter the details.

Home

Faculty180

Announcements & Help

Account Access

Administration ▾

---

Faculty Search

Positions


Templates

Administration

Reports

Users & Groups

---




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## Creating a New Position (cont.)

Next go to evaluation settings:

David Goetsch ▾

[Emory University](#) > [Positions](#) > [Assistant or Associate Professor in Modern and Contemporary Chinese Studies](#) >

Home

aculty180

Announcements & Help

Account Access

Administration ▾

---

aculty Search

**Positions**


Templates

Administration

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Users & Groups



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Program Policies

# Position Summary

THIS POSITION IS:  POSITION STATUS: 

**Open to New Applicants** Position Closed

Open Date \*



With this status active:

- Applicants **cannot** view this status.
- Applicants **cannot** update their application materials.
- Evaluators **cannot** review applications to this position.

[change](#)

Deadline

Rolling Deadline

Specific Date

POSITION ADVERTISING:

"Apply Now" page is now published

URL

<http://apply.interfolio.com/65692>


EDIT POSITION...

1. [Basic Information](#)
2. [Required Documents](#)
3. [Evaluation Settings](#)
4. [Application Forms](#)
5. [Search Committee](#)
6. [Internal Notes](#)



## Creating a New Position (cont.)

Select the evaluation criteria that the committee will use.

David Goetsch ▾

Emory University > Positions > Assistant or Associate Professor in Modern and Contemporary Chinese Studies >

# Evaluation Settings

0 Criteria

Drag and drop the criteria in the list below to change the order they will appear in the application review process.

**Note: at least one criterion must be created in order to rate candidates.**

[+ Add Criterion](#)


### Blind Review

Evaluators should not see others' comments and ratings

[✓ Update](#) [Return to Overview](#)

#### EVALUATION CRITERIA


Create evaluation criteria for your committee to use when evaluating applicants. Common examples include: *Scholarship, Teaching, and Research*. You may wish to add a criterion called *General* or similar if you don't wish to rate specific aspects of the candidate's application.



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## Creating a New Position (cont.)

Next go to “application forms”

David Goetsch ▾

[Emory University](#) > [Positions](#) > [Assistant or Associate Professor in Modern and Contemporary Chinese Studies](#) >

# Position Summary

THIS POSITION IS: ⓘ      POSITION STATUS: ⓘ

**Open to New Applicants**    Position Closed

Open Date \*  ⓘ

With this status active:

- Applicants **cannot** view this status.
- Applicants **cannot** update their application materials.
- Evaluators **cannot** review applications to this position.

change

Deadline

Rolling Deadline

Specific Date

POSITION ADVERTISING:

"Apply Now" page is **now published**

URL  
<http://apply.interfolio.com/65692>

EDIT POSITION...

1. [Basic Information](#)
2. [Required Documents](#)
3. [Evaluation Settings](#)
4. [Application Forms](#)
5. [Search Committee](#)
6. [Internal Notes](#)

Home

aculty180

Announcements & Help

Account Access

Administration ▾

aculty Search


**Positions**

Templates

Administration


Reports

Users & Groups



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## Creating a New Position (cont.)

**The request for Self ID forms must always be included.**

**Compliance notes:** This is required by law.

Request other forms such as “how did you hear about us?”

Emory University > Positions > Assistant or Associate Professor in Modern and Contemporary Chinese Studies >

Home

# Application Forms

Faculty Search

Announcements & Help

Account Access

Administration

Faculty Search

Positions

Templates

Administration

Reports

Users & Groups

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If your institution has a standard application form, it will appear when you click *Add Form*. Need to create a new form? Forms can be created through the [administration](#) dashboard.

1 Forms Required

Drag and drop the documents in the list below to change the order they will appear in the document delivery packet.

Diversity and Inclusion Statement [Preview](#) **Required**

**+ Add Form**

Applicants must complete an Equal Employment Opportunity form

EEO-1/Affirmative Action Voluntary Self Identification Form

Note: EEO responses can be viewed by EEO officers and administrators but not by committee members. EEO forms may be required by institutional or unit administrators.

## Creating a New Position (cont.)

Next select "Search Committees".

Emory University > Positions > Assistant or Associate Professor in Modern and Contemporary Chinese Studies >

# Position Summary

THIS POSITION IS: POSITION STATUS:

**Open to New Applicants** Position Closed

EDIT POSITION...

1. [Basic Information](#)

2. [Required Documents](#)

3. [Evaluation Settings](#)

4. [Application Forms](#)

5. [Search Committee](#)

6. [Internal Notes](#)

**Open Date \***

8/1/2019

*With this status active:*

- Applicants **cannot** view this status.
- Applicants **cannot** update their application materials.
- Evaluators **cannot** review applications to this position.

**Deadline**

Rolling Deadline

Specific Date

**POSITION ADVERTISING:**

"Apply Now" page is **now published**

[UNPUBLISH](#)

URL


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## Creating a New Position (cont.)

**Compliance notes:** List the members of the search committee

Add the search chair as one of the ‘managers’ of the search or denote in internal notes

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Emory University > Positions > Assistant or Associate Professor in Modern and Contemporary Chinese Studies >

# Search Committee

[+ Add Member](#) [+ Add Manager](#)

**COMMITTEE MEMBERS**

Add the members of your search committee to grant them access to applicant materials. If the committee hasn't been selected yet, you can always return to this screen by clicking *Edit* from the position overview. |

6 Committee Members

Julie Darby	Committee Manager	✕
Juliette Apkarian	Evaluator	✕
Jia-Chen Fu	Evaluator	✕
Maria Sibau	Evaluator	✕
Hwisang Cho	Evaluator	✕
Bin Xu	Evaluator	✕

[✓ Update](#) [Return to Overview](#)

Home

Faculty180

Announcements & Help

Account Access

Administration ▾

Faculty Search


**Positions**

Templates

Administration

Reports

Users & Groups

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## **Creating a New Position (cont.)**

**Due to some critical data points not in the system please ensure the following:**

When creating the requisition that the candidates will respond to please be sure to now include it in the *internal notes* section,


**Interfolio entries in the general notes field.**

Salary/ Pay Grade:      Please enter the PeopleSoft **Job Code**

Title:                      Please enter the anticipated **Job Title**


General Notes:            Please enter either; **Full Time** or **Part Time**

**Compliance notes:** Ensure to attach the Faculty Recruitment Plan that was approved by the AAC

David Goetsch ▾

[Emory University](#) > [Positions](#) > [Assistant or Associate Professor in Modern and Contemporary Chinese Studies](#) >

### Internal Notes

**Position ID or Requisition Number** 

**Appointment Type**

– Select Appointment Type – ▾


**Rank**  
e.g., Associate Professor, Lecturer

**Title**  
e.g., Visiting, Clinical, Research

**Discipline**

**INTERNAL NOTES**  
Any information entered on this screen remains private to users at your institution and will never be seen by applicants.

Home  
Faculty180  
Announcements & Help  
Account Access  
Administration ▾  
Faculty Search  
Positions  
Templates  
Administration  
Reports  
Users & Groups

  
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## Creating a New Position (cont.)

### Requisition Status:

- Update position status to “accepting applications
- Change the Publish status to “apply now, page is Published”

Emory University > Positions > Assistant or Associate Professor in Modern and Contemporary Chinese Studies >

# Position Summary

THIS POSITION IS: POSITION STATUS: **Open to New Applicants** Position Closed

EDIT POSITION...

- Basic Information
- Required Documents
- Evaluation Settings
- Application Forms
- Search Committee
- Internal Notes

**Open Date \*** 8/1/2019

*With this status active:*

- Applicants **cannot** view this status.
- Applicants **cannot** update their application materials.
- Evaluators **cannot** review applications to this position.

**Deadline**

Rolling Deadline [change](#)

Specific Date

**POSITION ADVERTISING:**

"Apply Now" page is **not** published

**UNPUBLISH**

**URL**  
<http://apply.interfolio.com/65692>

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## Select View Position Details in Your Menu Bar

- Your link is now available to copy and place in all your individual ads
- Please note the link number is not the same as the requisition ID number

**Compliance notes:** The link you have created should be posted and announced to societies, associations, and communities to reach the expertise you need. The link should be included in the iCIMS general posting to ensure you are getting the advantage of the national sites that Emory is in contract with. This includes being in Direct Employers which goes to hundreds of diversity sites.

The link should be posted and announced to sites that specifically attract women and minorities, especially when your community makeup is that of your peer institutions (See AAP Analysis)

The screenshot shows a web browser window with the URL <https://facultysearch.interfolio.com/11312/positions/26134>. The page displays the Emory University logo and a navigation menu on the left. A modal window titled "Position Details" is open, showing the following information:

Basic Information	
<b>Position Title</b>	<b>Location</b>
Assistant Professor	Atlanta, GA
<b>Position Type</b>	<b>Position URL</b>
Faculty	<a href="https://apply.interfolio.com/43482">apply.interfolio.com/43482</a>

**Position Description**  
The Department of Physics at Emory University invites applications for a junior tenure-track faculty position in experimental biophysics, with the appointment starting in September 2018. We welcome applications from outstanding candidates in all areas of experimental biophysics. Applicants whose research complements the existing strengths in our Department, including the study of biological systems ranging from the molecular to the cellular scale, and new experimental techniques that bridge these scales, such as *in vivo* optical imaging

The background shows a sidebar menu with options like Home, Faculty180, Announcements & Help, Account Access, Administration, Faculty Search, Positions, Templates, Administration, Reports, and Users & Groups. The main content area shows a list of applicants with columns for Applicant Status, Tags, and My Overall Rating.





### **Approvals Required in Faculty Search/Interfolio**

- The job once created will need to be approved.
- Currently this goes to:
  - o ECAS Deans office first
  - o Then to the Provost office of DEI- Compliance
- You will receive an email that the posting is approved – This does come with notes where feedback may come from the office
- You can edit the requisition at any time or have a proxy edit

**Compliance notes:** Never change a position rank or title once it has been posted for a period of a week or if you have received candidates' submissions.



### **Posting Your Position to the Emory Recruitment Portal:**

Once you have your link from the FACET/ Interfolio system you can ask to have it posted in the Emory College Faculty Positions posting for this year in iCIMS.

This will ensure that the position reaches external posting sites such as LinkedIn.com, Indeed.com, HigherEdJobs.com and the Direct Employers sites, which go to over 400 sites across the country.

We highly recommend you post your position with associations, societies and academies that reach specific audiences in your particular field of interest. Most associations and societies have created specific efforts and sites to reach women and minority groups in their specific fields of expertise.

Please include all the places you have posted and announced the vacancy on your faculty recruitment plan and include as an attachment on your requisition.



## **Faculty Search/Interfolio**

At the interview stage a candidate diversity report is needed to complete the JSR (Job Search Report) that is required of all searches in the College. To complete the JSR you will need the department AAP data and a Candidate Diversity report.

**Compliance notes:** The candidate diversity report is part of Emory's compliance process.

## **Running EEO/ Candidate Diversity Reports in Faculty Search/Interfolio**

Log in using your Emory Single Sign in

The screenshot displays the Interfolio login interface. The main heading is "Sign In". Under "Sign in with email", there are fields for "Email \*" and "Password \*", followed by a "Sign In" button. To the right, under "Other Sign In Options", there are two buttons: "Sign in with Partner Institution" (highlighted with a red arrow) and "Sign in with Google". Below these are links for "Forgot your password?" and "Don't have an account? | Create an account". The browser's address bar shows the URL "https://account.interfolio.com/login". The Windows taskbar at the bottom indicates the time is 4:15 PM on 4/6/2022.



## Running EEO/Candidate Diversity Reports

### 1. Select "Reports"

The screenshot displays the Interfolio web application interface. At the top, the browser address bar shows the URL <https://home.interfolio.com/11312>. The navigation bar includes the Emory University logo and the user name "David Goetsch".

The main content area features a "My Tasks" section with a search bar and a "Search" button. Below this, there are two task counts: "0 Unread Tasks" and "1 Read Tasks".

A table lists tasks with columns for "Title" and "Due Date". The table contains one entry:

Title	Due Date
Assistant Professor TT-SOM- Cell Biology	Arts and Sciences   Faculty

A red arrow points to the "Reports" link in the left sidebar menu. The sidebar menu includes "Home", "Faculty180", "Announcements & Help", "Account Access", "Administration", "Faculty Search", "Positions", "Templates", "Administration", "Reports", and "Users & Groups".

The footer shows "© 2022 Interfolio, Inc." and "Program Policies". The Windows taskbar at the bottom displays the search bar, system tray, and the date/time "3:20 PM 4/6/2022".

## Running EEO/Candidate Diversity Reports (cont.)

2. Select "Form Reports"
3. Select "Unit"
4. Select "Search" by number
5. Select "EEO report"

The screenshot shows the Emory University iCIMS Faculty Search Reports page. The 'Form Report' tab is selected, and a red arrow points to it. The page displays a search bar, a filter button, and a table of reports. The table is organized into four columns: UNIT, POSITION STATUS, APPLICATION TAG, and OVERALL APPLICATION RATING. The 'OVERALL APPLICATION RATING' section is filtered by 'No Rating'.

UNIT	POSITION STATUS	APPLICATION TAG	OVERALL APPLICATION RATING
<input type="checkbox"/> Emory University 31542	<input type="checkbox"/> Position Closed 18307	<input type="checkbox"/> D-predeadline2 390	Filtered by No Rating <a href="#">Clear</a>
<input type="checkbox"/> Arts and Scienc... 26836	<input type="checkbox"/> Accepting Appli... 6212	<input type="checkbox"/> Fresh Grad 382	
<input type="checkbox"/> Economics 3840	<input type="checkbox"/> Reviewing appli... 2925	<input type="checkbox"/> Assistant Profe... 380	
<input type="checkbox"/> Oxford College 3209	<input type="checkbox"/> Interviewing Fin... 2585	<input type="checkbox"/> S2-ECON 366	
<input type="checkbox"/> Quantitative The... 1976	<input type="checkbox"/> Reviewing Appli... 783	<input type="checkbox"/> Not Fit 354	
<input type="checkbox"/> Creative Writing ... 1373	<input type="checkbox"/> On-Campus Visits 137	<input type="checkbox"/> Chris 353	
<input type="checkbox"/> Political Science ...	<input type="checkbox"/> Position Open	<input type="checkbox"/> line 3	

COMPLETENESS

<input type="checkbox"/> Complete	27718
<input type="checkbox"/> Incomplete	2117
<input type="checkbox"/> Complete: Pending Letters	1707

## Running EEO/Candidate Diversity Reports (cont.)

### 6: Select "Response Summary"

The screenshot shows a web browser window with the URL <https://facultysearch.interfolio.com/11312/reports>. The page header includes the Emory University logo and the name David Goetsch. The left sidebar contains navigation links: Home, Faculty180, Announcements & Help, Account Access, Administration, Faculty Search, Positions, Templates, Administration, Reports (highlighted), and Users & Groups. The main content area is titled "Reports" and has tabs for Applications Report, Positions Report, Form Report (selected), and Logs. The "Form Report" tab is active, displaying three selection steps:

- 1. Select Unit:** A search bar is followed by a list of units. "EUL: Emory University Libraries" is selected with a radio button. A red arrow points to this selection.
- 2. Select Position(s):** A search bar is followed by a list of positions. "Open Access Librarian (ID: 85284)" is selected with a checked checkbox. A red arrow points to this selection.
- 3. Select Form(s):** A search bar is followed by a list of forms. "EEO-1/Affirmative Action Voluntary Self Identification Form" is selected with a radio button. A red arrow points to this selection.

The bottom of the screen shows a Windows taskbar with the search bar, system tray, and the date/time (3:14 PM 4/6/2022).

## Running EEO/Candidate Diversity Reports (cont.)

### 7: Select "Download PDF"

The screenshot shows a web browser window displaying the iCIMS Emory Faculty Search Reports page. The page title is "Reports - Faculty Search - Interfolio". The URL is "https://facultysearch.interfolio.com/11312/reports". The user is logged in as "David Goetsch".

The page features a navigation menu on the left with the following items: Home, Faculty180, Announcements & Help, Account Access, Administration, Faculty Search, Positions, Templates, Administration, Reports (highlighted), and Users & Groups. The "Reports" section is expanded, showing "EEO-1/Affirmative Action Voluntary Self Identification Form".

The main content area displays the following information:

- Report generated on Apr 6, 2022
- Total Applicants: **11**
- Department: EUL: Emory University Libraries (ID: 42092)
- Position: Open Access Librarian

At the bottom right of the main content area, there are two buttons: "View Report" and "Download (CSV)". A red arrow points to the "View Report" button, which has a dropdown menu open. The dropdown menu contains the following options: "Response Summary" and "Detailed Applicant Responses". Below the dropdown menu, there is a "Download PDF" button.

The Windows taskbar at the bottom shows the time as 3:15 PM on 4/6/2022.

## Running EEO/Candidate Diversity Reports (cont.)

### 8. Select Download PDF

The screenshot shows a web browser window with the URL <https://facultysearch.interfolio.com/11312/reports>. The page header includes the Emory University logo and the user name "David Goetsch". A left-hand navigation menu lists various sections: Home, Faculty180, Announcements & Help, Account Access, Administration, Faculty Search, Positions, Templates, Administration, Reports, and Users & Groups. The "Reports" section is currently active.

The main content area displays a list of departments with radio buttons for selection. The "EUL: Emory University Libraries" department is selected. Below this, a list of job titles is shown with checkboxes. The "Open Access Librarian (ID: 85284)" job title is checked. To the right, a box contains the text "EEO-1/Affirmative Action Voluntary Self Identification Form".

At the bottom right of the report generation area, there are two buttons: "View Report" and "Download (CSV)". A red arrow points from the "Download (CSV)" button to a "Download PDF" button located below the report title.

The report title is "EEO-1/Affirmative Action Voluntary Self Identification Form". Below the title, it states "Report generated on Apr 6, 2022". At the bottom of the report, there are two columns: "Total Applicants" with the value "11" and "Department" with the value "EUL: Emory University Libraries (ID: 42092)".

The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray on the right indicates the time is 3:19 PM on 4/6/2022.





## Interfolio Closed Requisition Requirement Per the OFCCP/AA

The final requisition "Status" should be changed to closed. Change from status tab and select "closed"

The screenshot shows the Interfolio web application interface. At the top, there is a navigation bar with the Emory University logo and the user name 'David Goetsch'. The main content area is titled 'Econometrics' and includes a 'Position Actions' button. Below this is a table with columns for 'Unit', 'Status', 'Opens', and 'Closes'. The 'Status' column for the 'Economics' unit shows 'Accepting Applications' with a 'change' link. A red arrow points to this 'change' link. Below the table is an 'Applicants' section with a search bar and buttons for 'Filter', 'Saved Views', and 'COLUMNS'. One applicant, Ruli Xiao, is listed with details such as 'Ph.D. - Doctor of Philosophy, Johns Hopkins University' and 'EDT'. The applicant's status is 'Associate Professor' and 'David Review'. There are also buttons for 'Elena Reviewed' and 'Stefan reviewed'. A 'Complete' button is visible at the bottom of the applicant list. The Windows taskbar is visible at the bottom of the screen, showing the date and time as 6/24/2022, 2:27 PM.

## Closed Requisition Requirement

All candidates are marked as to their final status including the person(s) selected as “Hired”

**Compliance notes:** this step must be completed to be compliant.

The screenshot displays the iCIMS Emory Faculty Search Reports interface. The page is titled "Reports - Faculty Search - Interfolio" and is accessed via the URL "https://facultysearch.interfolio.com/11312/reports". The user is identified as David Goetsch. The interface includes a navigation menu on the left with categories like Home, Faculty180, Announcements & Help, Account Access, Administration, Faculty Search, Positions, Templates, Administration, Reports, and Users & Groups. The main content area is divided into three columns: "HIGHEST DEGREE", "POSITION NAMES", and "APPLICATION STATUS". The "APPLICATION STATUS" column is expanded to show a list of statuses with counts: Rejected (104), Interview (78), Short List (65), Hired (44), Rejected1 (39), MLA Interview L... (12), and Offer Pending (10). A red arrow points to the "APPLICATION STATUS" column header. To the right of the list are filter options for "SELECTED", "ARCHIVED", and "WITHDRAW" with radio buttons for "Yes", "No", and "All". A "Filter by Form Responses" button is also visible. The bottom of the page shows a Windows taskbar with the date 6/24/2022 and time 2:30 PM.



### **Finalist Selected and Hire-Workflow**

Your finalist selected will be asked to create a profile in the iCIMS system in order to complete all onboarding tasks.

Work with your HR team to have the finalist selected to create a profile in the system and work with your HR team to create the best candidate experience possible

## Closed Requisition Requirement

The closed requisition should have all candidates marked with an **Applicant Status** to include all that were “Interviewed”. The **Status** of the search should be “Position Closed”.

Each candidate given a **Disposition code**

**Compliance notes:** this step must be completed to be compliant.

Emory University > Positions >

## Two Tenure-Track Positions in Poetry

Position Actions ▾

<b>Unit</b>	<b>Status</b>	<b>Opens</b>	<b>Closes</b>
Creative Writing Program	Position Closed <a href="#">change</a>	Aug 31, 2018	Nov 3, 2018

### Applicants

Search by name, education, or status

Filter ▾

Saved Views ▾

COLUMNS

25 of 214 Applicants Shown.

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

<input type="checkbox"/>	Applicant Name ▲	Date Updated ⇅	Applicant Status	Tags	My Overall Rating ⇅
<input checked="" type="checkbox"/>	<b>Samuel Ace</b> M.A. - Master of Arts, City College of NY <a href="#">Complete</a>	11/01/18 07:43 PM EDT	Interview	<a href="#">+</a>	☆☆☆☆☆
<input type="checkbox"/>	<b>Erin Adair-Hodges</b> M.F.A. - Master of Fine Arts, University of Arizona <a href="#">Complete</a>	11/02/18 02:33 PM EDT	Remove from consideration	<a href="#">+</a>	☆☆☆☆☆
<input type="checkbox"/>	<b>Abdul Ali</b> M.F.A. - Master of Fine Arts, American University <a href="#">Complete</a>	10/30/18 05:19 PM EDT	Remove from consideration	<a href="#">+</a>	☆☆☆☆☆
<input type="checkbox"/>	<b>Kelli Allen</b> M.F.A. - Master of Fine Arts, University of Missouri St. Louis <a href="#">Complete: Pending Letters</a>	09/08/18 03:26 AM EDT	Interview	<a href="#">+</a>	☆☆☆☆☆

**Toby Altman**

## All Candidate Dispositions

All candidates are given a disposition code as to the reason for NOT being selected:

And, select the hired candidate(s) has "Hired"

The screenshot shows the iCIMS Emory Faculty Search interface. The browser address bar displays <https://facultysearch.interfolio.com/11312/positions/81190>. The page header includes the Emory University logo and navigation links for Home, Faculty180, Announcements & Help, Account Access, and Administration. The main content area shows a list of 25 of 26 applicants. The first applicant is Nabil Afodjo, with a disposition code of "A.B.D. - All But Dissertation, Carleton University". The second applicant is Ernesto Aguayo Téllez, with a disposition code of "Ph.D. - Doctor of Philosophy, Rice University". A dropdown menu titled "Apply Disposition Code" is open, showing a search bar and a list of disposition codes. A red arrow points to the dropdown menu. The list of codes includes: Not Reviewed, Requisition Canceled, Reviewed - Incomplete application: Not Considered, Reviewed - Not Qualified, Reviewed - Not Qualified - did not meet Credentials, Reviewed- Less Education / training, Reviewed - Less developed skills or lacking skills, Reviewed- Less Experience or lacking specific qualifications, Reviewed- Candidate withdrew, Reviewed- Candidate withdrew, Considered- Not Hired- more qualified Candidates, and Rejected Phone Screen. At the bottom of the dropdown menu are buttons for "APPLY" and "REMOVE DISPOSITION CODE".

Applicant Name	Date Updated	Applicant Status	Tags
<input type="checkbox"/> Nabil Afodjo	11/29/21 02:23 PM EST	David Review	Fre
<input checked="" type="checkbox"/> Ernesto Aguayo Téllez	11/15/21 01:32 PM EST	David Review	Ele

- Not Reviewed
- Requisition Canceled
- Reviewed - Incomplete application: Not Considered
- Reviewed - Not Qualified
- Reviewed - Not Qualified - did not meet Credentials
- Reviewed- Less Education / training
- Reviewed - Less developed skills or lacking skills
- Reviewed- Less Experience or lacking specific qualifications
- Reviewed- Candidate withdrew
- Reviewed- Candidate withdrew
- Considered- Not Hired- more qualified Candidates
- Rejected Phone Screen

**APPLY** **REMOVE DISPOSITION CODE**

# Candidate Details

## Selection Decision

In the Position Notes section,

You may add files/documents related to the position:

- Search chair narrative on final candidates
- Narrative/reasoning on candidates selected for interview
- Narrative on committee/department initiative and outreach for women, minorities veterans, disabilities etc.,
- Copies of Advertisements, print publications, etc.,

<b>EDIT POSITION..</b>	
1.	<b>Basic Information</b>
2.	<b>Required Documents</b>
3.	<b>Evaluation Settings</b>
4.	<b>Application Forms</b>
5.	<b>Search Committee</b>
6.	<b>Position Notes</b>

### File Attachments

Upload documentation for your committee to access. This may include items like hiring best practices or committee notes.

**+ Add File**

# Job (Requestion) Details

- Job Code & Department Code
  - Use Salary Range/Pay Grade section  
(job code - pay grade – department code)



Salary Range or Pay Grade ⓘ
e.g., \$80,000 - \$100,000 a year; GS-8
9245 - 099 - 738002

- or use General Notes section



General Notes
Job code: 9245
Pay Grade: 099
Department Code:738002
body p

# Job (Requestion) Details

- Contract Status



**Position Notes**

Any information entered on this screen remains private to users at your institution and will never be seen by applicants.

Position ID or Requisition Number

**Appointment Type**

-- Select Appointment Type --

- Select Appointment Type --
- Fixed Term
- Continuing
- Tenure Track
- Tenured

**Title**

e.g., Visiting, Clinical, Research

- Full/Part time Faculty



Position Settings

Position Types

You can create positions in any of four categories: Faculty, Staff, Fellowship, or custom position types within those categories. To learn more, read about Using Custom Position Types.

Position Type	Position Category
Faculty	Faculty
Fellowship	Fellowship
Other	Other
Staff	Staff



# Job (Requestion) Details

- Job Title
  - Use Basic Information and Position notes section
- Tenure Status
  - Use Position Notes section under Appointment Types



**Basic Information**

**Description and Dates**

Position Title \*

**Position Notes**

Any information entered on this screen remains private to users at your institution and will never be seen by applicants.

Position ID or Requisition Number

**Appointment Type**

-- Select Appointment Type --

-- Select Appointment Type --

Fixed Term

Continuing

Tenure Track

Tenured

**Title**

e.g. Visiting, Clinical, Research



# Job (Requestion) Details

- Position Justification
  - Use Position Notes section. Add file.

**EDIT POSITION..**

1. Basic Information
2. Required Documents
3. Evaluation Settings
4. Application Forms
5. Search Committee
6. **Position Notes**

## File Attachments

Upload documentation for your committee to access. This may include items like hiring best practices or committee notes.

**+ Add File**