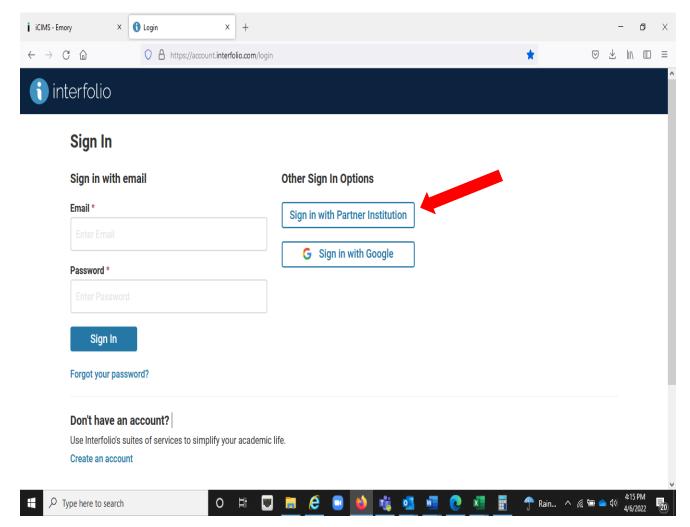


Faculty Search/Interfolio

Log -In

Log in as a partner institution.

Use your Emory Single Sign in



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?

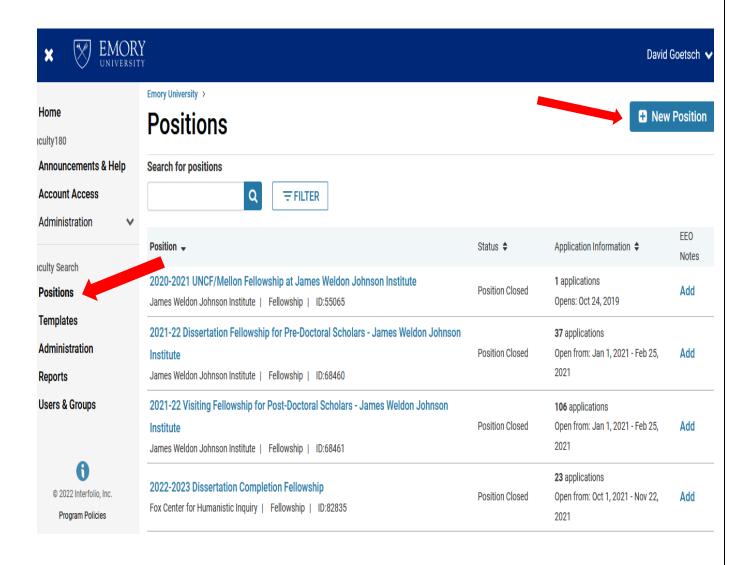
 _ Candidates are offered the opportunity to Self-ID as to race and gender.	Page 11
_ Search committee of three or more participants	page 13
_ The approved Faculty Recruitment Plan is attached to the general notes.	page 15
_ Job posting are documented to include diversity sites.	page 18
Link to FACET/ 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

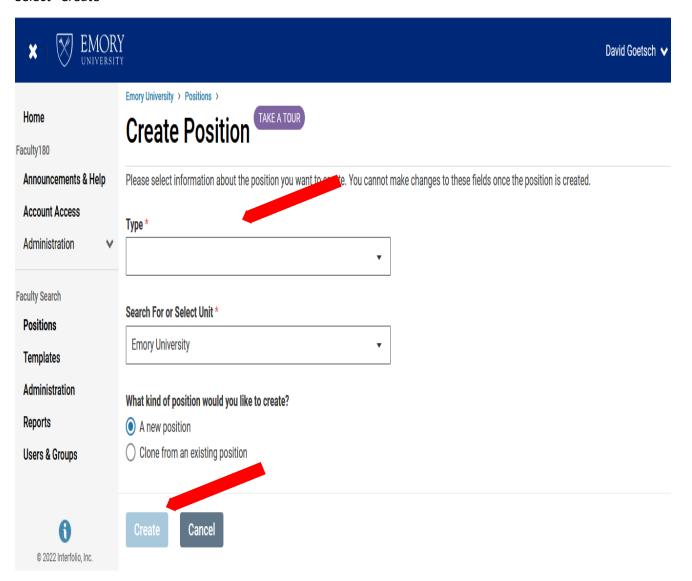




Creating a New Position

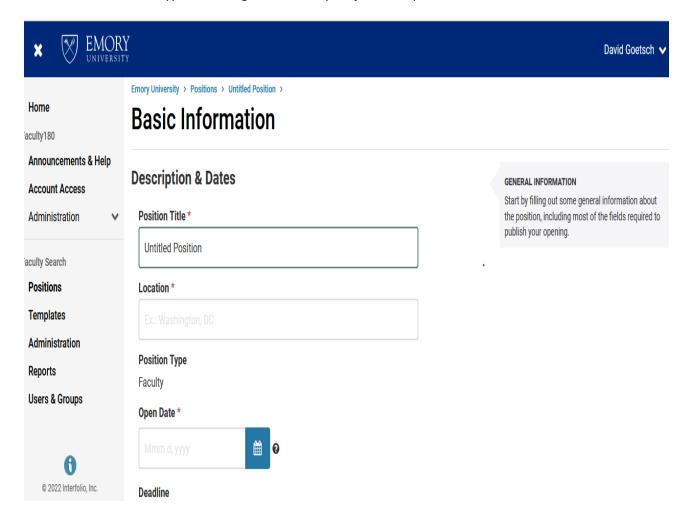
Complete the new TYPE and assigned Unit or department

Select "Create"



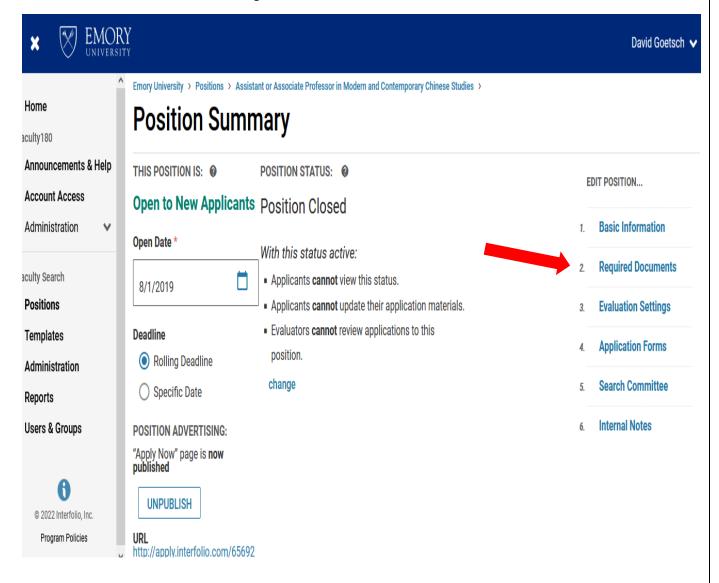
Next select Basic Information:

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

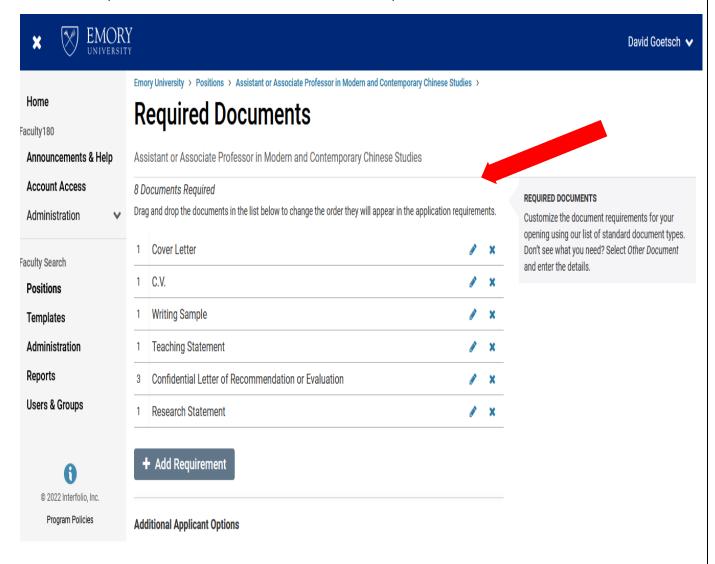


Next select the **Required documents** you want from the candidate to submit to the search committee

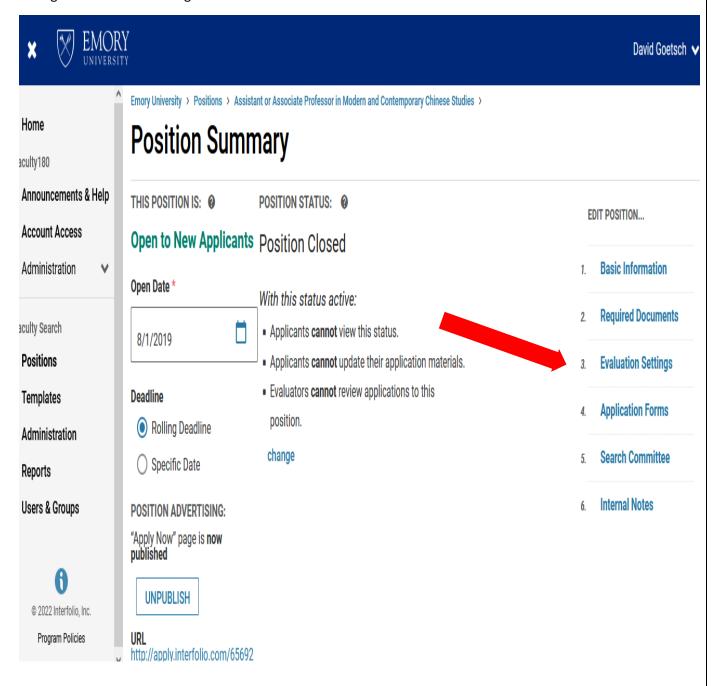
- Ensure this matches the verbiage in the Ad



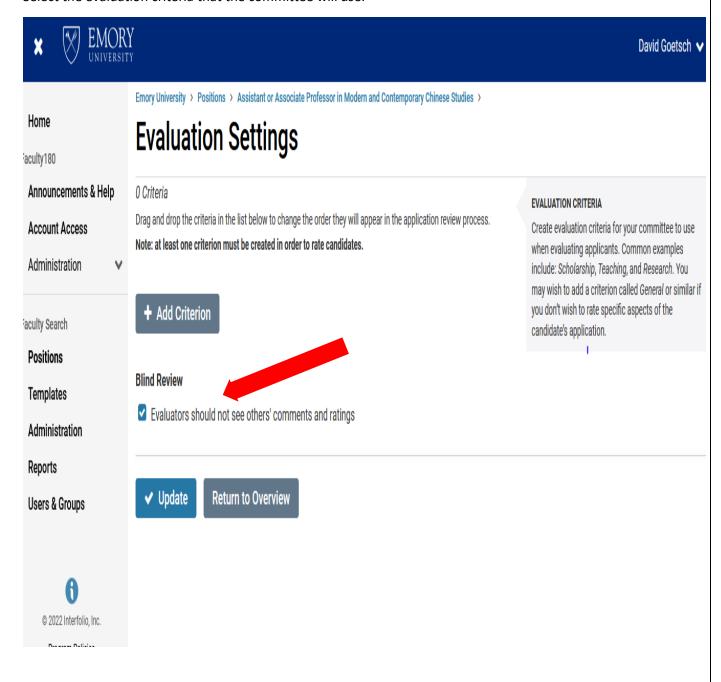
Select each required candidate submission and select "Add requirement"



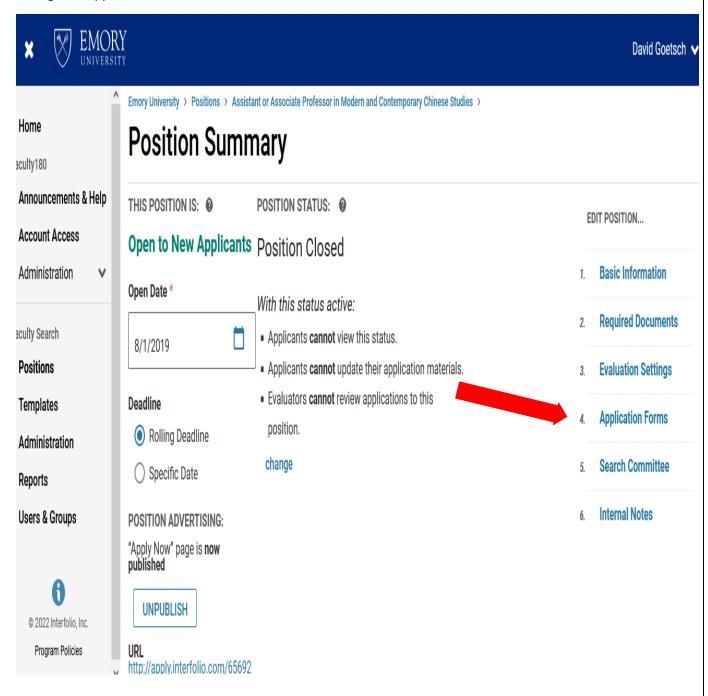
Next go to evaluation settings:



Select the evaluation criteria that the committee will use.



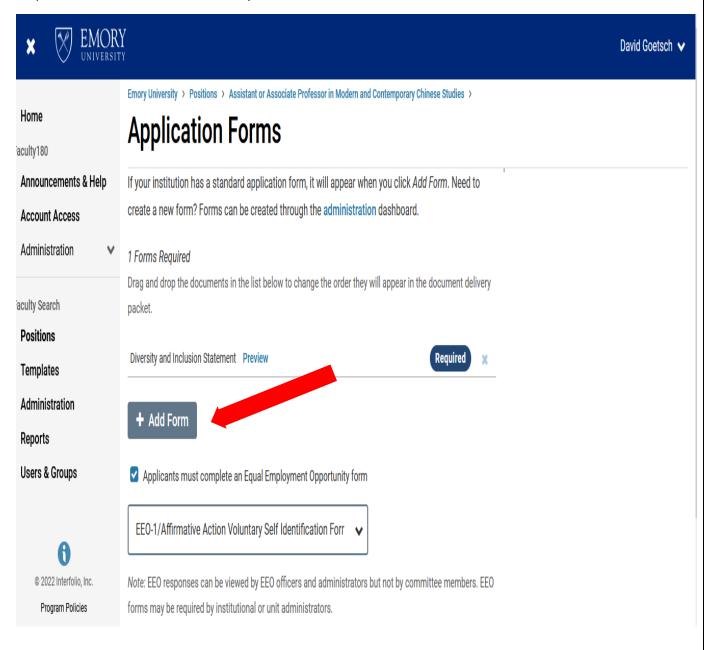
Next go to "application forms"



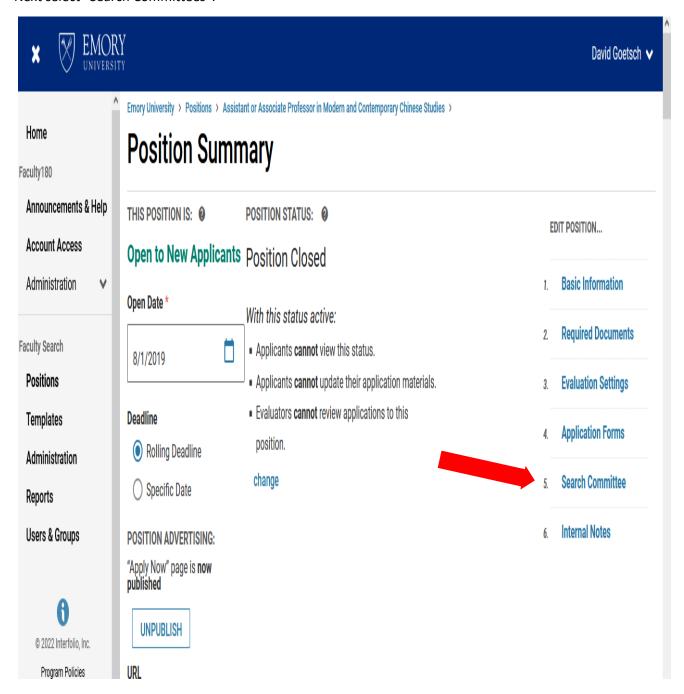
The request for Self ID forms must always be included.

Compliance notes: This is required by law.

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

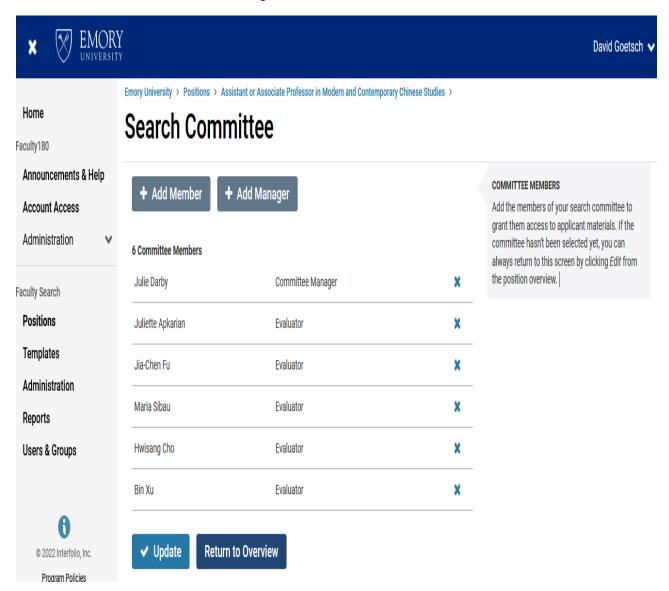


Next select "Search Committees".



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



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,

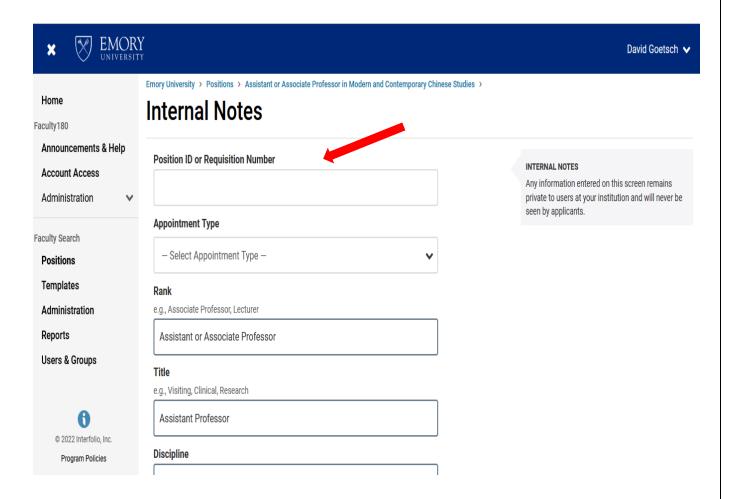
Interfolio entries in the general notes field.

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

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

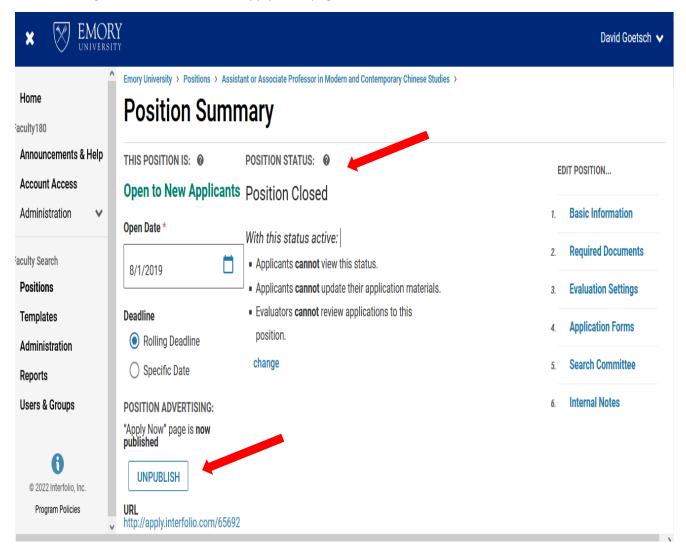
General Notes: Please enter either; Full Time or Part Time

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



Requisition Status:

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



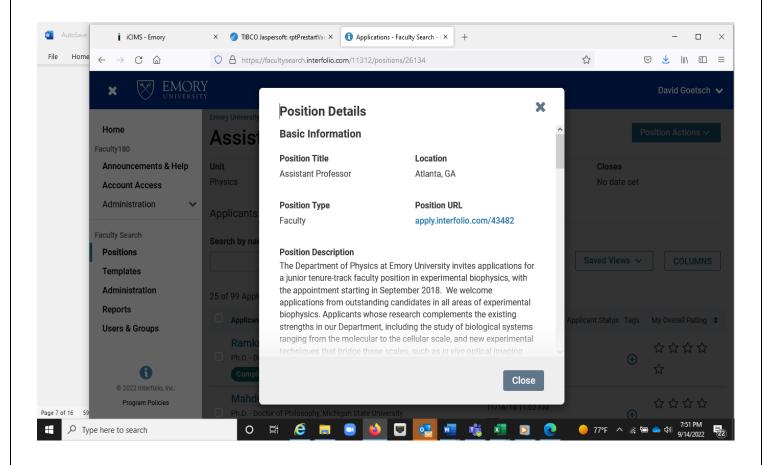


Select View Position Details in Your Menu Bar

- 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

<u>Compliance notes:</u> 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 you community make up is than you peer institutions (See AAP Analysis)





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

<u>Compliance notes:</u> 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.



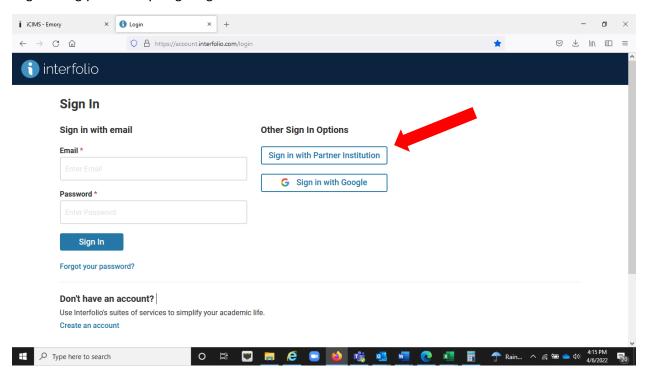
Faculty Search/Interfolio

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.

<u>Compliance notes:</u> The candidate diversity report is part of Emory's compliance process.

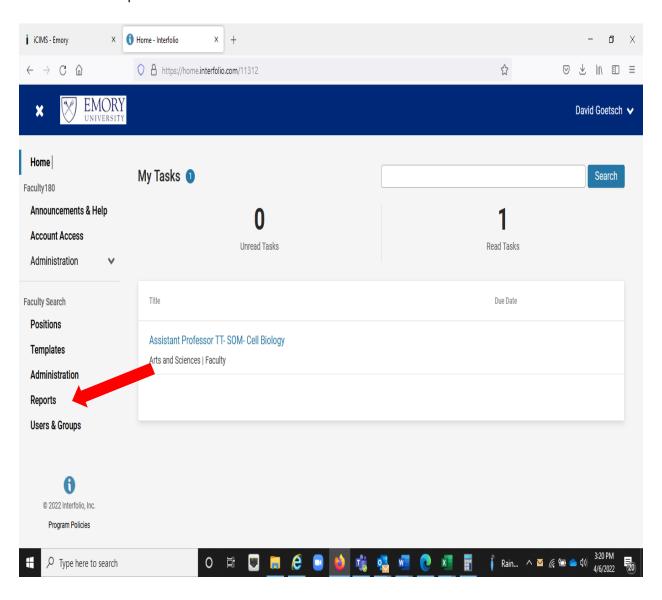
Running EEO/ Candidate Diversity Reports in Faculty Search/Interfolio

Log in using your Emory Single Sign in

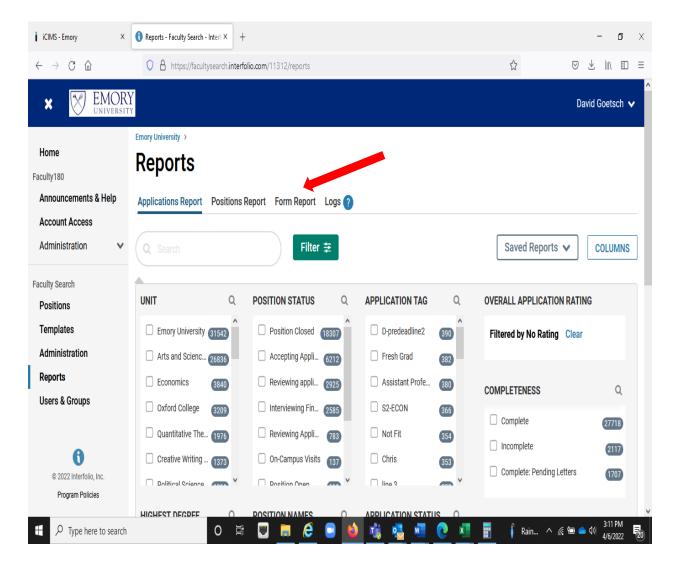




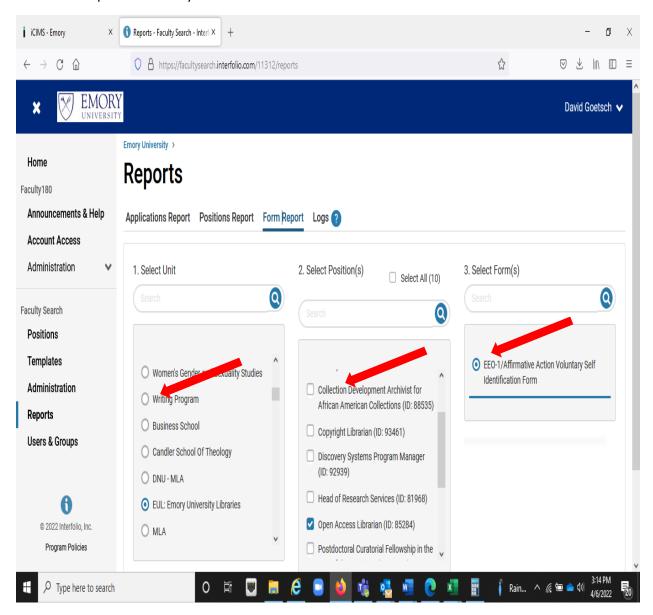
1. Select "Reports"



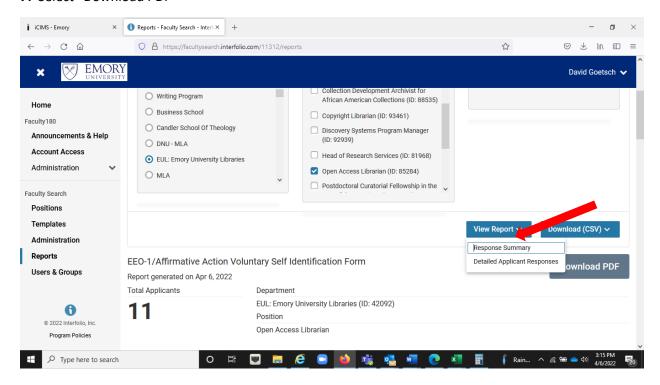
- 2. Select "Form Reports"
- 3. Select "Unit"
- 4. Select "Search" by number
- 5. Select "EEO report"



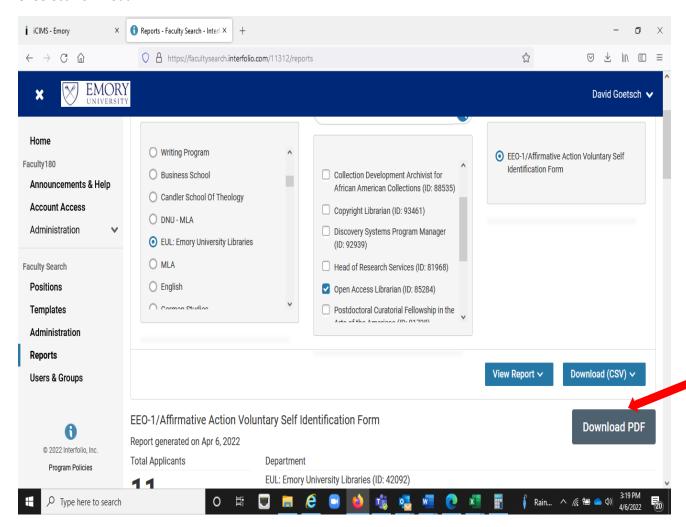
6: Select "Response Summary"



7: Select "Download PDF"



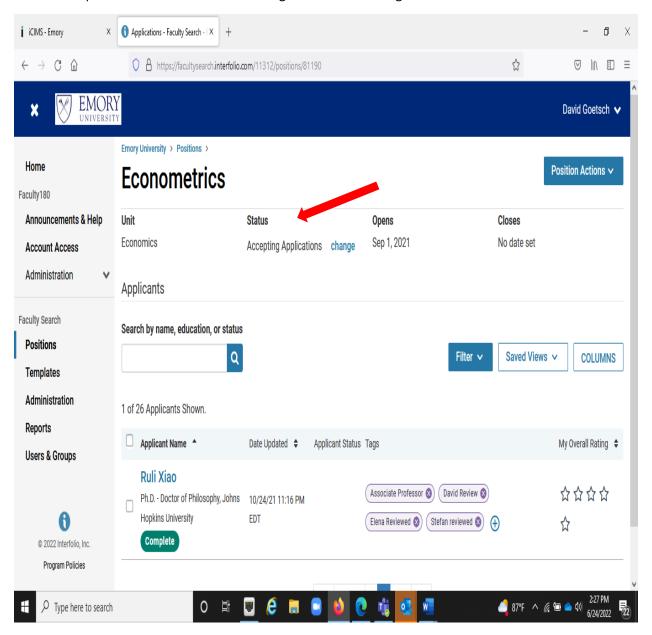
8. Select Download PDF





Interfolio Closed Requisition Requirement Per the OFCCP/AA

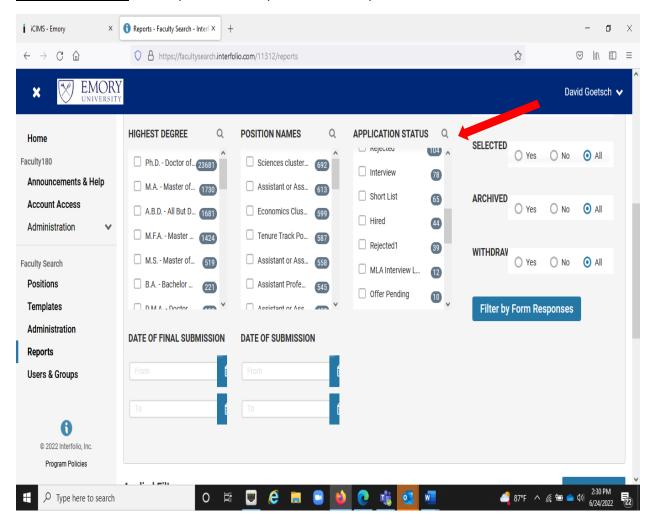
The final requisition "Status" should be changed to closed. Change from status tab and select "closed"



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.





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.

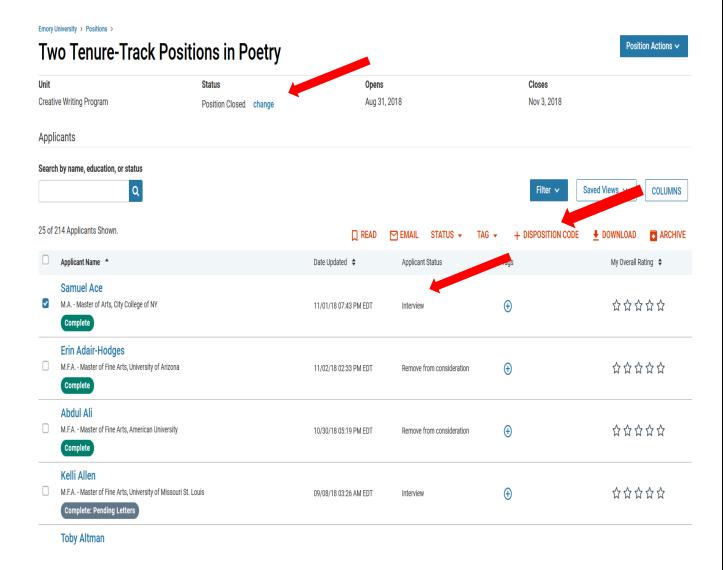
Work with your HR team to have the finalist selected to create a profile in the system and work with your HR team to create the best candidate experience possible

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

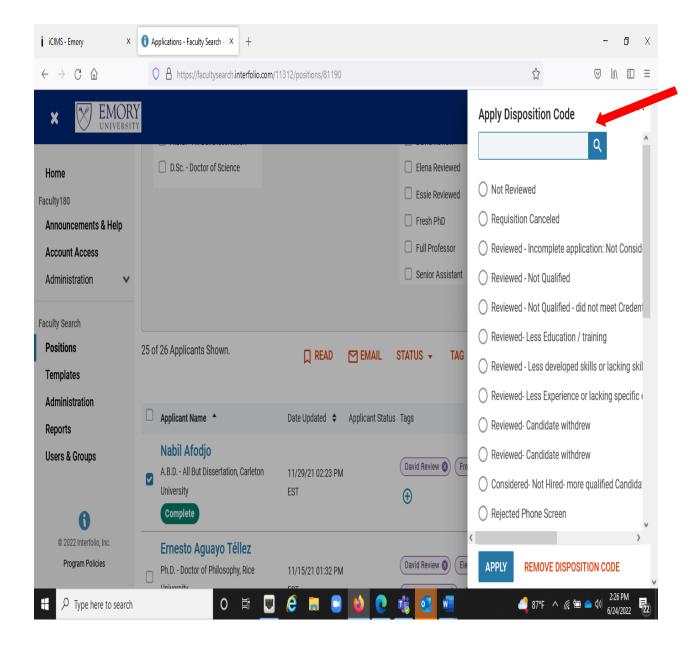
Compliance notes: this step must be completed to be compliant.



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"



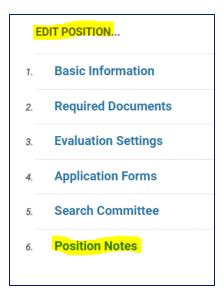
Candidate Details

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.,



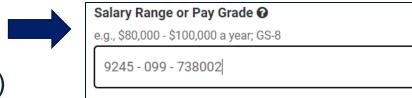
File Attachments

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



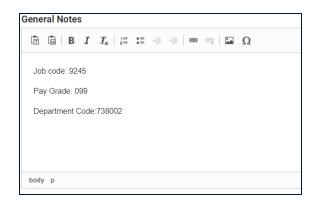
Job Code & Department Code

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



or use General Notes section



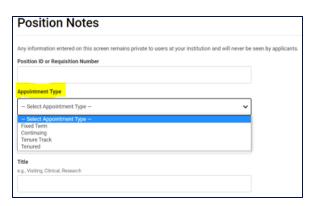


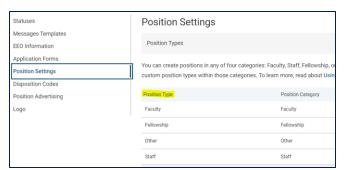
Contract Status



Full/Part time Faculty







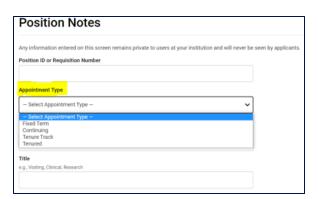
- Job Title
 - Use Basic Information and Position notes section



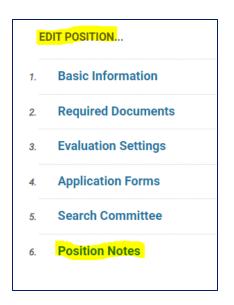


- Tenure Status
 - Use Position Notes section under Appointment Types





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



File Attachments

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



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