

Job Aid: Hiring Multiple Position Numbers in Interfolio

This guide outlines the required steps when selecting a candidate from a posting that includes multiple position numbers. Following these procedures ensures accurate tracking, compliance, and timely processing.

1. Review and Update the Applicant Pool

Open the position posting and review the full applicant pool associated with the search.

Update the status of every applicant to reflect their final disposition. Status options may include, but not limited to:

- Not Qualified
- Interview
- Applicant Withdraw
- Passive Withdraw
- Offer Pending
- Hired

All applicants must have an updated status before sending the PTFA to the Provost's office.

Tagging Requirements

- Tag any candidate not under consideration.
 - This assists in identifying the appropriate candidate pool tied to the correct position number.
- Tag applicants with relevant internal notes when necessary (e.g., "Department Chairs Reviewing").

For the selected candidate, update the status to "Hire."

This allows for quick identification and supports accurate IEO reporting.

2. Submit the PTFA to the Provost's Office

Draft the PTFA and submit it to the Provost's Office.

In your submission email, clearly state:

- The posting includes multiple position numbers and include the specific position number for which the candidate is being hired.
- Interfolio ID

Note: you CANNOT close this position at this point.

Attach the following documentation:

- Candidate's CV
 - Any additional required or relevant materials
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3. Confirm Required Documentation

Ensure that FAR forms are attached for each position number associated with the posting.

Job Description(s)

Advertisement

Other relevant documentation

4. Submit Required Information for IEO (Send to Dayna)

Provide the following documentation for compliance review:

Inform Dayna of the candidate's name and Interfolio ID

Proof of Posting

- The position must be posted for a minimum of 30 days.
- Include documentation of all advertising sources (scholarly journals, job boards, professional organizations, etc.).

Search Committee

- Provide a list of search committee members.

Position Number

- Clearly identify the position number being filled. This can be added in the hiring notes for each selected candidate.
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Final Steps

When all positions have been filled, you will then close the position.

Before closing the search, confirm:

- All applicant statuses are updated
- Appropriate tags have been applied
- Selected candidates are marked as “Hire”

Click on Position Actions

Close Position

Select Yes to “Was an Applicant Selected”

List all names for each position number associated with the position

Send email through Interfolio to Dean for Step 1 approval