How-To Guide
Faculty Hiring Process
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Open Process

Section 1: How to Open a Position in Interfolio
**Action 1: Logging in to Interfolio**

**Step 1a:** https://account.interfolio.com/sso

Select Tulane University from the drop down menu and click “Sign In”
Action 1: Logging in to Interfolio

Step 1b: gibson.tulane.edu

You may also sign in using the Gibson portal. To do this, go to “gibson.tulane.edu” and click “Sign in” at the top left corner.

On the following page, enter your single sign on credentials and click “Sign In”.

![Sign in to Gibson portal](image)
Now that you’re signed in, click the your respective link at the top of the screen. “Staff” is used in the example below. Depending on your permissions, you may see different options on this top bar.

Next, select “Interfolio” from the menu on the left side of the screen.
Action 1: Logging in to Interfolio

Step 2: Sign on using your Tulane Credentials

Through either option, you will be redirected to a Tulane-branded page. Enter your username (part of the email without the “@tulane.edu”) and regular Tulane email password.

Click “Sign In”. You will be redirected back to Interfolio’s landing page after sign in.

If you experience difficulties signing in, contact Joey Couvillon (acouvil@tulane.edu) or 504-314-2816.
Action 2: Creating a New Position

Step 3: Click “Positions”

You should see a page that looks similar to the picture below. Depending on your access, permissions, and history, you may see slightly different options.

For example, the “Review, Promotion and Tenure” menu on the left may not appear if you do not participate in the RPT process.
Action 2: Creating a New Position

Step 4: Click “+New Position”

You will be taken to the “Positions” page. On this page you will see all positions to which you have access.

To create a new position, click “+New Position”.
Action 2: Creating a New Position

Step 5: Click “Create New Position”

Depending on your permissions, you may have to select the department in which you wish to post the position.

For Example, staff in Deans’ Offices may be able to create faculty or postdoc fellow searches in multiple departments in their school, whereas staff in the department may not see this step at all because they can only create a position for their department.

Select the appropriate department and click “Create New Position”.

If there is a prior, archived position that you wish to use as a template, you can select it from the drop down menu under “Create from Existing Position” and then modify it accordingly.
Action 2: Creating a New Position

Step 6a: Enter Title, Location, Type, & Dates

The next page will display the first six steps to creating the position in Interfolio. Any fields that are required will be designated appropriately (“*”).

For "Position Title", if in the Tenured/Tenure Track, please indicate that at the beginning. All other faculty tracks do not need to be included in the Position Title. Then List the title of the position and the specialization (if appropriate).

Examples:
Tenure Track, Assistant Professor, 20th Century United States History
Tenured, Associate or Full Professor, Genetics
Professor of Practice, Costume and Set Design

Location: use city and state, can also include campus

Position Type: ‘Faculty’ for faculty positions and ‘Postdoctoral Fellow’ for Postdoc positions

Position Opens: Date when you wish to allow candidates to begin applying. Please make this date the same as the open date in HCM/iReKREWT.

Position Closes: Optional, date when you no longer wish to receive new applications. Please make this date the same as the close date in HCM/iReKREWT.
Step 6b: Enter Description & Qualifications

Scroll down to “Position Description”. This is the main text of your ad and is a required field.

**Qualifications**: Optional. For example, “Successful candidates should have a PhD or equivalent degree in a relevant field as well as a record of excellence in teaching and scholarship.”
**Action 2: Creating a New Position**

**Step 6c: Enter Application Instructions**

**Application Instructions**: Optional. For example, “Candidates must apply in Interfolio and provide the following materials for submission: CV, Sample Syllabi of Courses Taught, Teaching Evaluations from Courses Taught, and Three Confidential Letters of Recommendation.”

**Equal Employment Opportunity Statement**: You may not modify or delete! This language is standardized for all Tulane positions and cannot be changed. Simply skip over this section. Click “Save & Continue.”
Action 2: Creating a New Position

Step 7: Add Required Documents

The next page should say “Required Documents”. This is where you add the documents you wish for each candidate to submit in order for them to complete their application materials.

Click “+Add Requirement” and select the appropriate document type from the drop down menu.
Action 2: Creating a New Position

Step 7: Add Required Documents

Select the appropriate document types, designate the number desired, and add any notes to the candidate. Then click “Save”. Repeat until all documents are added to the requirements.

Click “Save & Continue”.

You can modify requirements by clicking the pencil or delete requirements by clicking the “X”.

You can also choose to email applicants automatically after application submission. Select this box and draft a generic message – (“Dear Applicant”)

Note that you can allow applicants to add additional documents, should you want to give them that freedom, by clicking this box.
Any criteria by which your search committee may evaluate a candidate can be added here. Click “+ Add Criterion” and type the name of the criterion you wish to add. You must have at least one criterion in order to rate candidates in Interfolio using their star rating system.

It is strongly recommended to keep “Blind Review” checked (default setting) so that evaluators on the search committee cannot see the ratings of other members of the search committee.
Action 2: Creating a New Position

Step 9: Add Desired Forms

If you have a specific form or questionnaire you want candidates to complete as part of their application, you would add the form here.

Please note that you **cannot** create forms while creating a position. You must create the form separately and then go into the position to add it.

Two forms are required for all positions:

1. The Tulane EEO form. You cannot turn off, modify, or fill out this form for a candidate.
2. Candidate Additional Information Form

To add a form click the “+ Add Form” button and select a form from your list.
Action 2: Creating a New Position

Step 10: Add Search Committee Members & Managers

Click “+ Add Member” and then start typing either the first or last name. Interfolio’s smart search will find letter combinations that match in either the first or last name fields.

If you cannot find a person, that means they probably do not have an Interfolio account yet. Please contact Joey Couvillon (acouvil@tulane.edu or 314-2816) for assistance.

Note: Only users designated as “Committee Manager” appear under “+ Add Manager.” “Administrator” users will only appear in “+ Add Member” and have all the access of a “Committee Manager.”
Action 2: Creating a New Position

Step 10: Add Search Committee Members & Managers

Note that, depending on the permissions of the person’s user account, they can be added as either an evaluator or as a committee manager (search chair). Select the appropriate option.

If the person needs to be the committee manager but doesn’t have those permissions, contact Joey Couvillon (acouvil@tulane.edu) for assistance.

Continue Adding users until the search committee is complete.
Action 2: Creating a New Position

Step 11: Enter the IRC Number and attach Documents

For Faculty positions, Tulane requires that the first field, “Position ID or Requisition Number”, be populated with the appropriate and matching IRC number from the generic faculty iReKREWT vacancy. This number will always be the same for your department/unit and you will use it for all faculty positions regardless of type (tenure, clinical, POP, adjunct, etc.). For other academic positions (postdocs, librarians, etc.) you must create a new iReKREWT vacancy each time and put that IRC number here.

For faculty positions, you must also attach the Faculty Recruitment Action Plan (FRAP) as well as the Position Request Form for your school/unit. You can upload them using the “Add File” button.

Then click “Save and Continue”.

![Screen capture of T-Site page showing Step 11 for entering IRC number and attaching documents. The highlighted fields include Position ID or Requisition Number and the option to add a file, with a button to save and continue.]
Action 2: Creating a New Position

Step 12: Review the Position

After the Internal Notes section, you will be taken to the "Review Position" page. If you need to edit any information, select “Edit” under the appropriate section.
Action 3: Posting the Position
Step 13: Retrieve the Position URL

Click the position title above “Review Position”.

Next, select “View Position Details” from the “Position Actions” drop down menu.
This link is unique and generated by Interfolio. For non-faculty positions, it should be used on “How to Apply” instructions in iReKREW and should be included in all position advertisements.

For faculty and non-faculty positions, this is the link you should use when placing your advertisements in various journals, associations, etc.

Once you have the link, click the “X” or “Close” buttons to go back to the position details.
Action 3: Posting the Position

Step 14: Submit for Approval

The status of the position is “Being Created.” If you feel that your position is ready to go live, select “Submit for Approval”.

This submits the Interfolio vacancy through the appropriate approval routing, which varies by unit and by position type. Ultimately, all positions will be reviewed/approved by the Provost’s Office. After approval by the Provost’s Office, the creator of the position will receive a notification email.
Once your position is fully approved, you should change the position status to reflect that you are ready to receive applications. Click “Position Actions” and then “Edit Position.” Select “change” under the “Position Status” section.

A confirmation window will appear explaining what affect the status change will have. In this window, you can also edit these effects by checking or unchecking the boxes next to each effect.

Select “Accepting Applications” from the drop down menu.
When you change your Position Status to “Accepting Applications”, the default settings are:

• Applicants can view this status.
• Applicants can update their application materials.
• Evaluators can review applications to this position.

We recommend keeping the last box checked: “Evaluators can review applications while this status is active.”

If that box isn’t checked, your search committee members will not be able to start reviewing applications until after you are no longer accepting new candidates. That may be fine if there is a short application period, but if your position is open until filled with no end date, your search team will never be able to review applicants unless this box is checked.

Click “Save” to return to the Review Position page.
Action 3: Posting the Position

Step 16: Publish the Position

On the “Review Position” page, at the bottom of the “This Position is:” section, you will see “Apply Now” page is not published.” Click the blue ”change” button below to publish the page.

If you skip this step, your Position URL to which you want to direct people to apply, will not work. It will be a dead link and applicants will see the message bellow, so this step is important.

The page you are trying to access is unavailable. The position does not exist or has not been published by the institution.
Selection Process

Section 2: Tools to Manage Applicants and Select a Candidate for Hire
Action 1: Using Candidate Statuses

Step 1: Changing a Candidate’s Status

(Only Search Chairs and Administrators)
After reviewing all candidates, you can change the status of the candidate to indicate which ones are moving forward in the search and which are not. This can be done individually on the candidate’s page or en masse from the Applicants Page. To change the status from the candidate’s individual page, click “change” next to “n/a”. Select the appropriate status, such as “Long List”, “Short List”, “No Longer in Consideration”, etc. Click “Save” in the pop up window to confirm the selection.
Action 1: Using Candidate Statuses

Step 1 info: *En Masse* Status Changes

(Only Search Chairs and Administrators)

To change the status *en masse* from the applicant list, check the boxes next to the names of the applicants for whom you wish to change the status.

Then click the “Status” drop down menu and select the appropriate option.
Action 1: Using Candidate Statuses

Step 1 Info: Significance of Status Changes

If you have a two-part search, where you initially screen candidates and then want to request further information from them, perhaps an art portfolio or additional letters of recommendation, you do not want to ask all of your applicants to provide these materials—you only want to ask your short list. For example, if you have 80 applicants in a search, you perhaps only want additional materials from 15 of the 80.

If you change a candidate’s status to “No Longer In Consideration”, you can send them an email saying “thank you for your application but you are no longer in consideration.”
Action 2: Import to HCM

Step 2: Change Candidate’s status to “Import to HCM”

Once you have identified a final candidate and would like to extend an offer, you must first upload the candidate’s information to HCM. To do this, you need to change the candidate’s status in Interfolio. Follow the instructions from Step 7 and select “Import to HCM.”

Imports are done twice a day, around 11am and again around 4:30pm. Look in HCM around these times to see if your candidate has been imported. As of now, you will not be notified once the candidate has been imported to HCM.
Offer Process

Section 3: Step-by-Step Guide to Creating an Offer in HCM’s iReKREW
Action 1: Logging in to HCM and Navigating to the Vacancy

Step 1: Go to https://ebs.tulane.edu

After importing a candidate from Interfolio to iReKREWT, the unit can proceed with creating an offer in HCM. Faculty offers will route for approval from the Provost’s Office for the candidate’s credentials. The Faculty Appointment Details (FAD) form should be attached to the offer, along with the candidate CV.

Login at https://ebs.tulane.edu
Use your email username and password
**Action 1: Logging in to HCM and Navigating to the Vacancy**

**Step 2: Click “Tulane Manager iReKREWT”**

Individual user permissions can vary, so your menu choices may be different from those shown below. If you do not have “Tulane Manager iReKREWT,” access can be requested through ServiceNow (https://tulane.service-now.com).
Action 1: Logging in to HCM and Navigating to the Vacancy

Step 3: Click “iReKREWT Home”

Individual user permissions can vary, so your menu choices may be different from those shown below. If you do not have “Tulane Manager iReKREWT,” access can be requested through ServiceNow (https://tulane.service-now.com).
Action 1: Logging in to HCM and Navigating to the Vacancy

Step 4: Click "Create or Review Vacancies"
**Action 1: Logging in to HCM and Navigating to the Vacancy**

Step 5: Type the IRC number into the "Posting Number" field and then click "Go." Your generic faculty vacancy should appear below. Click the "Active Applicants" hyperlinked number.

Your IRC number should remain the same every time, as you are using the same generic vacancy over and over again.
Action 2: Initiate the Offer

Step 6: Select the Candidate & Click “Create Offer”

The list of candidates should now be visible. Select the checkbox next to the applicant name and then click “Create Offer.”
Action 2: Initiate the Offer

Step 7a: Enter the Offer Details (*indicates required field)

1. **Job**: Either start typing the correct faculty title into this field or use the magnifying glass search function to select the correct title. In the School of Medicine and Primate Center, this field should say “Faculty” without a specific rank, as shown below.
2. **Position**: Select the corresponding position so that the position and the title match.
3. **Location**: Update the location to the correct building/campus.
4. **Proposed Start Date**: Select the correct start date as per the offer letter.
5. **Employment Status**: Select the status (full or part time, regular or temporary).
6. **Work Hours**: For fulltime, put 37.5 hours. For part-time, use the correct approximate hours per week you anticipate this person will work.
7. **Account/Project**: Select primary account where this person’s salary will be charged.
8. **Natural Account**: Select correct faculty natural account based on faculty type (tenure track, research track, etc.)

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1 – Employment status is temporary if the appointment is under 7 months in duration. If it is 7 months or longer, it is Regular.
9. **Salary Basis**: All faculty (even adjuncts) are Exempt 375.
10. **Proposed Salary**: Enter MONTHLY salary amount (not annual). The annualized amount will appear at the bottom.
11. **Payroll**: All faculty are monthly (even adjuncts).

Click Continue.
Action 3: Review & Submit

Step 8: Review Offer, Attach FAD & Candidate CV, and Click “Submit”

This screen shows you a summary of your offer details at the top, and allows for the attachment of additional documents. At this stage, upload a completed FAD form, available on the Provost’s website as a PDF, as well as the candidate’s CV. Click “Add Documents” under the Attachments section. Click “Add Attachment” under Internal Documents. Click “Choose File” and navigate to the saved FAD form. Then click “Add Another” and navigate to the saved CV. Then click “Apply”. The files should now appear under “Internal Documents.” Click “Return” and you’ll be returned to the Offer Summary. You won’t see the FAD attachment on the offer summary, but it is attached and will be visible to approvers down the line.

Offers that do not contain a completed FAD or CV will be returned to the department. Add any comments to future approvers in the Comments box, then click “Submit.”
Close Process

Section 4: How to Close and Archive a Position in Interfolio once a Hire is Made
Once you are logged in, you will land on your “Home” page. This page will display any items from the Faculty Search or Review, Promotion and Tenure sections that need your attention.

To close out a position, start by clicking “Positions” on the menu to the left.
You will be taken to the Positions page. On this page you will see all positions to which you have access.

Find your desired position among those listed and click the position title.
Action 1: Identify the Hired Candidate

Step 3: Applicant Status – “Hired”

Select the checkbox next to the appropriate candidate’s name, select the “Status dropdown box, and select “Hired”.

Confirm that you wish to change the candidate’s status by clicking “Save” in the pop-up window. **DO NOT** send a message to all applicants notifying them of the change.
Now that the appropriate candidate is indicated as Hired, it is time to archive the position so it no longer appears in the list of active, open searches. From the “Applicants” page, click the “Position Actions” button. Select “Close Position” from the menu.
Step 5: Identify Hired Applicant

Indicate “Yes” or “No” whether an applicant was selected for the position. If yes, search for and select the applicant name.

Click “+Add”. You can add additional applicants if you hired more than one. Then click “continue”.

![Image of Tulane University Positions system interface showing the process for identifying hired applicants and adding additional applicants if applicable. The interface displays options to select an applicant and add more, with a clear indication of the steps to be followed.]
If you have not already done so, change the Position Status to “Position Closed.” Click on the box under “Position Status” and choose “Position Closed.”

Then select “Finish.” Again, DO NOT send a message to all applicants with this change.
Note that the position status now says “Position Closed (Closed)”

If you return to your list of positions, this position no longer appears in the list of active positions.
Action 3: View/Retrieve Archived Positions

Step 8: Filter for Archived Positions

You can view/retrieve closed positions by clicking on “Filter” and then “View Archived Positions”.

![Diagram showing the steps for viewing/retreiving archived positions](image-url)
Questions?

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