Agenda

Lifecycle of the recruitment process review
Top reasons for returns
Focus in: Closing a search
Tips and tricks
Helpful resources
Lifecycle of the Recruitment Process

- Identify the need for a position
- Set up search
- Create job post in Interfolio
- Publish to job board
- Review candidates
- Disposition applicants
- Close search
Top Reasons for Returns Back to Units (Academic HR)

Appointment title missing rank, position and/or area of emphasis
Hiring Plan # missing from Internal Notes section
Competitive recruitment close date is too early
Tenure status not mentioned
Anticipated start date missing
Minimum requirements don’t indicate degree requirements
Required documents not listed in Application Instructions section
Open rank searches don’t explain how rank will be determined
Top Reasons for Returns Back to Units (International Scholar Operations)

Job post expresses qualification preference

Inclusion of vague or difficult to document requirements (i.e. “must have a strong desire to”)

Qualifications listed in Description field or vice versa

Missing “or foreign equivalent” related to degree requirement

Missing required H-1B language for graduates of foreign medical schools

For more information: ISO Permanent Residency Requirements
In Focus: Closing a Search (Assigning Disposition codes)

Assign disposition code to all applicants not selected for hire.

1. Go to applicant list

2. Click Disposition Code button from blue tool bar

3. Select the appropriate reason why applicant didn’t continue in the process.
In Focus: Closing a Search (close with hire)

1. Go to status and change to “Search Complete.”

2. Go to position actions and choose “Close Position.”
3. On Closing Position page, click “Yes” to indicate hire selected. Click “Add Applicant.”

4. A list of available applicants will appear in a window. Find the name of the applicant(s) you want to select, and click “Add”.

You can sort the list of applicants by name, email, and status. You can also search the list by name or email address, and fill the list by status.
In Focus: Closing a Search (close with hire)

5. Click Close. That will open an email to the approver notifying that person to approve the action.
6. Once approved, the action will be sent to Academic HR for final review and approval.

The position is now Closed. To conduct future searches for this position open the filter menu and click Yes on archived.
Follow steps 1 and 2 from the previous slide.

Then:

3. On the closing position page, indicate that no applicant was selected by clicking “No.” You may leave a note as to why no applicant was selected.

4. Click “Continue.”

5. The position is now ready to be reviewed by Academic HR. Once approved position will change from active to closed.

Note: Even if you’re closing without a hire, all candidates still need to be assigned a disposition code.
Resources

Interfolio user guides

Interfolio FAQs

Contacts

- Academic HR specialists
- acadhire@uw.edu
- Interfolio contact:
  (877) 997-8807 or
  help@interfolio.com
Tips and Tricks

Tricks

Adding an evaluator with no UW account

Unarchiving positions and/or candidates
Tips and Tricks (Continued)

Tips

Assigning dep
Adding search committee members
Planning ahead for internal approvals
Reviewing candidate information in Interfolio
When you don’t need Academic HR approval
Tips and Tricks to Share

We’d love to hear from you!
Do you have any other tips/tricks you’d like to share?
Questions