

## Pool Approval

*This form must be used to request pool approval from the department head and dean before moving forward with initial screening interviews.*

Instructions	
1	The search committee chair must log in to Interfolio and change the status of all applicants who have been selected for initial screening to "Interview" by following the attached instructions.
2	The search chair must generate an overview of the pool demographics in Interfolio by following the attached instructions.
3	The pool demographics report must be attached to this request and then the request must be routed to the department head and dean who will determine if the pool is of sufficient size and composition to move forward to the next stage of the search process. <u>This dean is the final approver of this request; it does not need to be routed to Faculty Affairs or OED.</u> It does not route through Interfolio. Rather, you must route it for approval outside of Interfolio and upload it after approval has been granted (see next step).
4	Once approvals have been granted, the search chair must upload the form to the Interfolio search record by opening the position record, selecting "position actions," and "edit position." Then, select "position notes" and "add file" at the bottom of the page.

### Position Information & Applicant Pool

Interfolio Position ID Number \_\_\_\_\_ Date of Position Posting \_\_\_\_\_

**Note to Department Heads and Deans:** To see the position description, visit <https://apply.interfolio.com/39392/positions/> and enter ID number, or log in to Interfolio (<http://tiny.utk.edu/interfolio>) to see the full record, including the previously approved *Request to Post* form.

Number of Applications \_\_\_\_\_

Number of Applicants Identified for Initial Screening Interview \_\_\_\_\_

### Search Committee Updates

If there have been changes to the committee's composition, please describe the changes below.

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## Recruitment Efforts

Describe any additional recruitment and/or outreach efforts that were not described in the *Request to Post* form.

Provide a justification for why the pool is of sufficient size and composition to move forward to the next phase, including information about whether the recruitment goals identified in the *Request to Post* were met.

## Application Review & Selection Process

Describe the *criteria* used to determine which applicants were selected by the committee for initial screening interviews.

Describe the *process* used to determine which applicants were selected by the committee for initial screening interviews.

#### Acknowledgement

\_\_\_ The search chair has changed the status of the applicants who will have an initial screening interview to “Interview” in Interfolio.

\_\_\_ The search chair has attached the demographics report to this request.

#### Updates After Pool Has Been Approved

If the committee wishes to conduct initial screening interviews with new applicants after the Pool Approval form has been submitted and approved by the dean, the committee is free to do so without getting additional approval, unless the department or college request it. The committee chair must change the status of any new applicant who will participate in an initial screening interview to “Interview” in Interfolio.

#### Required Signatures

Search Chair: \_\_\_\_\_

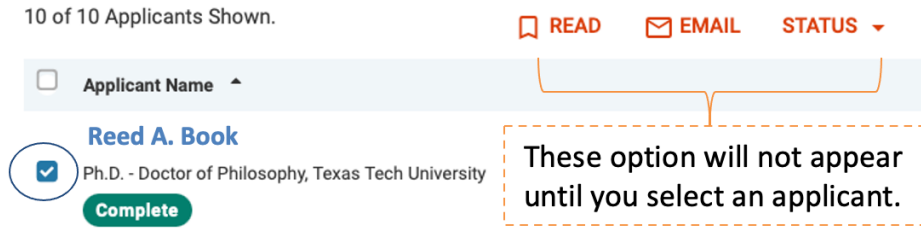
Department Head: \_\_\_\_\_

Dean: \_\_\_\_\_

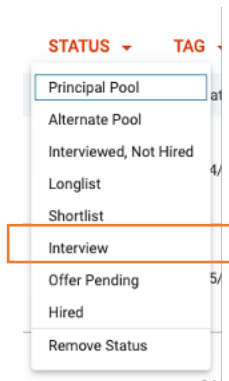
*The dean is the final approver of this form. Once the dean signs this form, the search chair is responsible for uploading it to the Interfolio search record (see Step 4 in the above instructions for how to do this).*

## Changing the Status of Applicants to “Interview”

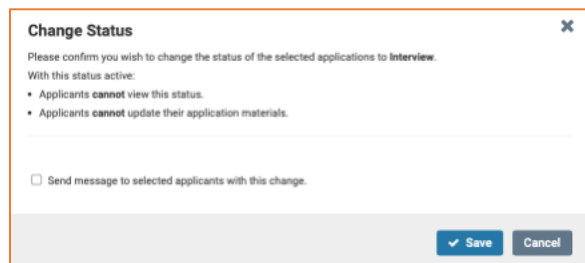
1. Select one or more applicants by clicking on the box next to the applicant’s name:



2. Select status “Interview:”

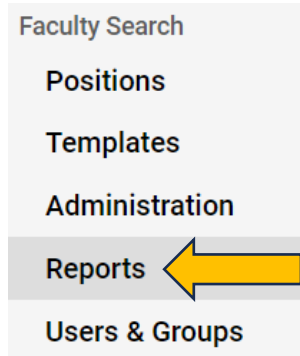


3. Confirm (Save) status change:

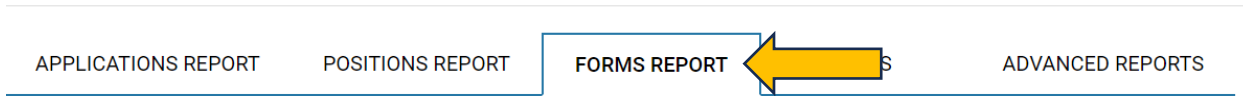


## Generating the Search Pool Demographics Report in Interfolio

1. Select “Reports” from the Faculty Search menu:



2. Select the “Forms Report” tab:



3. Select your unit and position (your unit may already be pre-populated if you are only associated with one unit):

### 1. Select Unit

provost

- The University of Tennessee - Knoxville
- Knoxville Administrative and Independent Centers/Units
- Provost Office

### 2. Select Position(s)

Select All (1)

Search

- Testing (ID: 106644)

4. Select “UTK EEO/SMA Self-ID Form” Report:

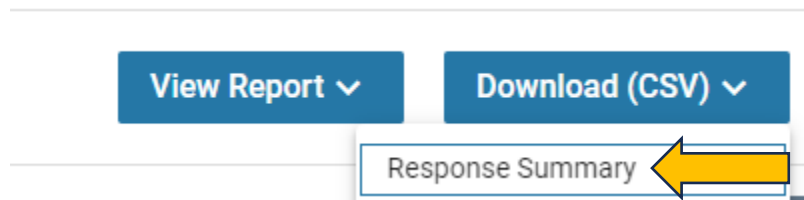
### 3. Select Form(s)

5. Select “View Report” drop down and select “Response Summary:”



This will generate a report you can print to PDF (TIP: We recommend you first collapse the navigation menu on the left-hand side of the screen before printing the report.)

You can also select the “Download CSV” drop down and then “Response Summary” for an Excel version of the report:



6. Attach the report to the Pool Approval form and route to your department head and dean for approval. Then, upload the signed Pool Approval form and attached report to the Interfolio record.