Request to Schedule Campus Interviews

This form must be used to request approval to <u>schedule</u> campus interviews. The search chair must not communicate with applicants until approval has been granted.

Instructions	
1	The search chair must identify the principal and alternate candidates in Interfolio by changing candidates' statuses (see attached instructions).
2	The search chair must add strengths and weaknesses statements for each of the principal and alternate candidates in Interfolio by opening the candidate's record and adding these statements to the Notes Field (see attached instructions).
3	After completing steps 1 and 2 above, this form must be completed and routed to the department head, dean, faculty affairs, and OED (in that order) using DocuSign (preferred) or Adobe Sign. <u>OED is the final approver of this request</u>. Please make sure that the application you use to route this form for signature is set to notify you after the final signature is added.
4	This signed form must be uploaded to the Interfolio search record by the search committee chair <u>before</u> inviting applicants to campus.

Position Information

Interfolio Position ID Number _____

Number of Principal Candidates _____

Number of Alternate Candidates _____

Criteria and Process for Selecting Principal and Alternate Pools

Describe the *criteria* used to determine who was selected for the principal and alternate pools.

Describe the *process* used to determine who was selected for the principal and alternate pools.

Strengths and Weaknesses Statements

The search chair verifies the following:

___ Principal and alternate applicants have been identified in Interfolio by changing their statuses accordingly.

___ The status of applicants who were initially screened but did not make the principal or alternate pools are still marked as "Interview."

___ Strengths and weaknesses have been included for each principal pool and alternate pool applicant in Interfolio.

Note to Department Heads and Deans: By signing this form you are approving the principal and alternate pools, and the strengths and weaknesses statements. To view the pools and strengths and weaknesses statements, follow the attached instructions.

Required Signatures

Search Chair: _____

Department Head: _____

Dean: _____

Faculty Affairs: _____
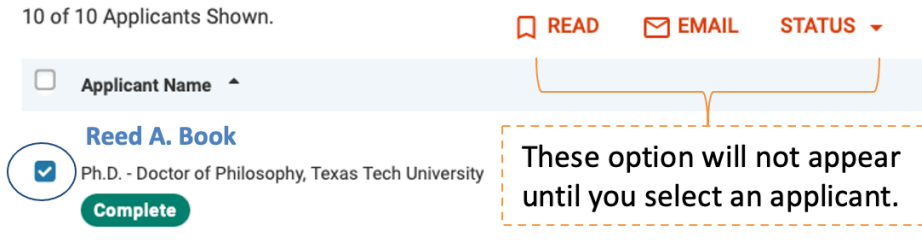   Diane Kelly (dianek@utk.edu)
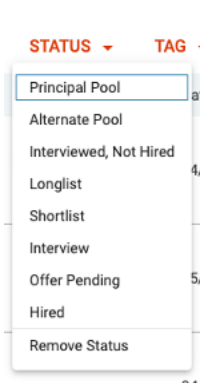
Office of Equity and Diversity: _____
                    Katrice Morgan (kmorgan4@utk.edu)

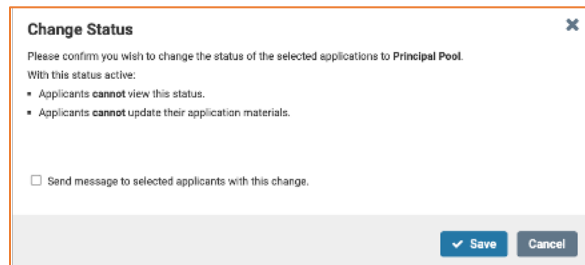## Changing the Status of Applicants to "Principal Pool" or "Alternate Pool"

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

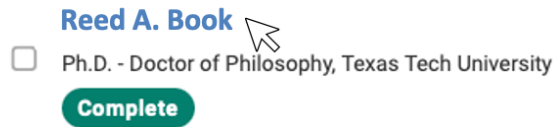2. Select "Principal Pool" or "Alternate Pool:"
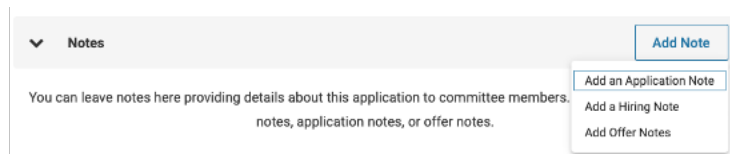

3. Confirm (Save) status change:

Adding the Strengths and Weaknesses to Candidates' Records
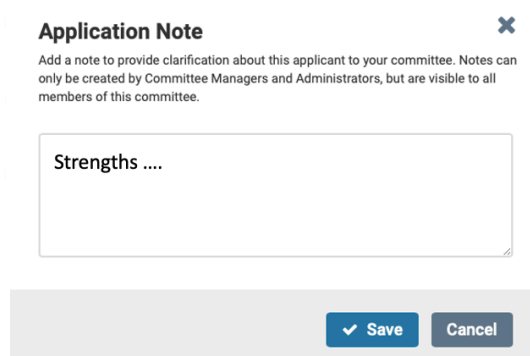
1. Open applicant's record by clicking on applicant's name:

2. Scroll to the bottom of the page and select "Add Note > Add an Application Note:"
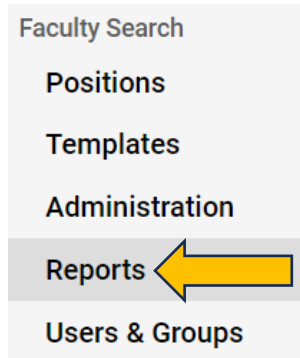

3. Add strengths and weaknesses:

Viewing the Strengths and Weaknesses Report
You need to have the Interfolio search ID number to complete these instructions.
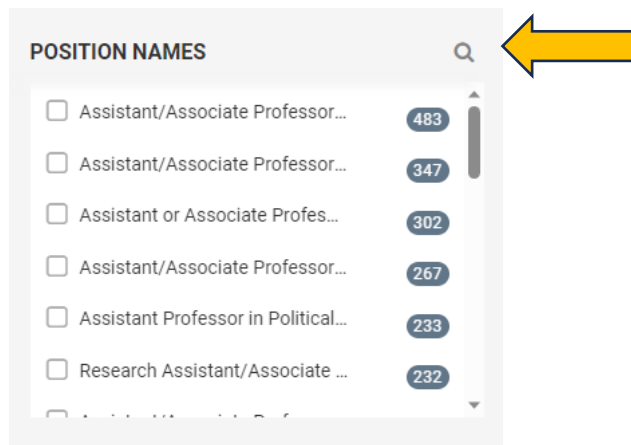
1. From the Faculty Search menu, select "Reports:"

    Faculty Search
    Positions
    Templates
    Administration
    Reports
    Users & Groups

2. Locate the "Saved Reports" drop down on the right-hand side of the screen and select the report titled "Primary & Alternative Pool Rep"
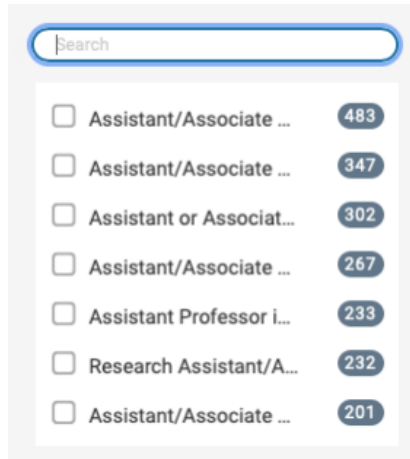
    Saved Reports ⌄

    (It is at the bottom of the list!)

    Primary & Alternative Pool Rep

3. Find the "Position Names" area on the main screen and click the hourglass:

    POSITION NAMES   Q
    ☐ Assistant/Associate Professor...   483
    ☐ Assistant/Associate Professor...   347
    ☐ Assistant or Associate Profes...   302
    ☐ Assistant/Associate Professor...   267
    ☐ Assistant Professor in Political...   233
    ☐ Research Assistant/Associate ...   232

4. Enter the Interfolio search ID in the search box:

5. This should retrieve your position (important: you must complete Step 2 above before completing this step). Click on your position:
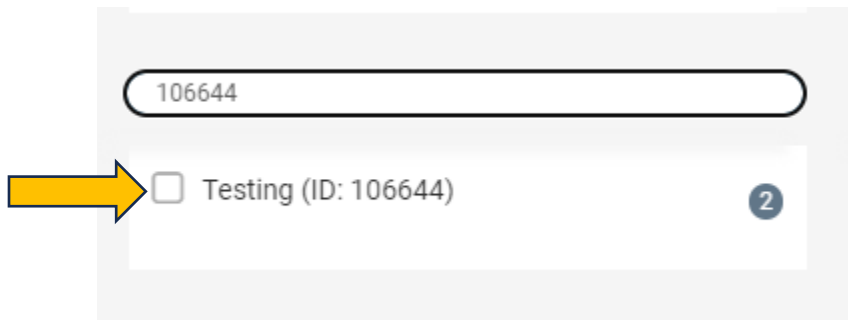
This will generate a listing of all applicants and show their statuses, along with the strengths and weaknesses statements ("Tags" column) for those identified as principal or alternate candidates:

You can also click "Download CSV" for an Excel-style report.