INTERFOLIO - FACULTY SEARCH - FAST FACTS FOR DEPARTMENT ADMINISTRATORS:

Position Status Actions: Position statuses indicate the current state of a position in the search process and can be used to set permissions for committee members and applicants.

- Accepting Applications
- Reviewing Applications
- Mid-search Review in progress
- Mid-search Review Approved
- Interviewing Finalists
- Offer Stage
- Position Filled
- Cancelled - No hires

Application Status Actions: Application statuses indicate where an individual application is in the review process and can be used to set permissions for applicants.

- No longer under consideration
- Longlist (meets required qualifications)
- Shortlist (meets preferred qualifications)
- Mid-search Review
- Interview 1 - Phone/Video Screen
- Interview 1 - In person
- Interview 2 - In person
- Interview 3 - In person
- Offer
- Hired

Position Actions:

- Edit Position
- View Committee
- View Position Activity Log
- View Position Details
- View referral sources
- Add New Applicant
- Close Position

Disposition Codes: Use disposition codes as short descriptions for why applicants did not make it to the next step of the hiring process.

- Application incomplete, did not submit all required materials
- Candidate declined offer
- Candidate withdrew - accepted another position (not at SBU)
- Candidate withdrew - accepted another position at SBU
- Candidate withdrew - decided not to relocate
- Candidate withdrew - decided to stay at home institution
- Candidate withdrew - reason unknown
- Candidate withdrew - retained by home institution
- Candidate withdrew - salary insufficient
- Candidate withdrew - start up package offered insufficient
- Candidate withdrew - Unable to find a position for candidate's partner or spouse
- Interview-lack of effective communication skills
- Interview/campus talk showed some deficiencies
- Lacks proper work authorization
- Lacks sufficient clinical experience
- Lacks sufficient contributions to diversity/cultural competence
- Lacks sufficient depth/breadth of research/creative excellence or impact
- Lacks sufficient leadership experience for position
- Lacks sufficient research achievement/potential
- Lacks sufficient success in securing external funding
- Lacks sufficient teaching achievement/potential
- Lacks sufficient years of experience
- NQ-clinical qualifications
- NQ-degree
- NQ-research qualifications
- NQ-service requirements
- NQ-stated credentials
- NQ-teaching requirements
- NQ-years of experience
- Publication record shows some deficiencies
- References/Letters of recommendations were weak
- Specialization/area of expertise not aligned with department needs

Approval Templates:

- **Position Approval Steps** indicate who needs to approve a position within each unit before the position can be posted.
- **Selection Approval Steps** indicates who needs to approve the selected candidate prior to initiating formal offer to candidate.