



Faculty Search for Evaluators

This checklist is intended for Evaluators who are new to Interfolio Faculty Search. Evaluators are assigned to one or more search committees or reviews by an Administrator or Committee Manager. Evaluators can view applications, add labels to applications, and if permissions allow, can add ratings and comments on applications.

Getting Started

[Sign In to Interfolio](#)

Managing Searches and Evaluating Applicants

[Best Practices for Faculty Search: Managing a Search](#)

[Working with the List of Applicants for a Position](#)

[Access Applications and Read Materials](#)

[Rate Applicants](#)

Online Training:

Take our online Evaluator training for Faculty search by following this link:

[Faculty Search Evaluator Training](#)

Password: INTFjf1 (January 1-February 29); INTFma2 (March 1 - April 30)

Scholar Services:

For additional help, you can always contact our Scholar Services team at help@interfolio.com or by telephone Monday-Friday, 9am-6pm, Eastern Standard at (877) 997-8807 (Toll Free).