

Request to Schedule Campus Interviews

This form must be used to request approval to schedule 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(s), faculty affairs, and Office of Equal Opportunity & Access (OEOA) (in that order) using DocuSign. OEOA is the final approver of this request. 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
<p>Internal Interfolio Position ID Number * _____</p> <p><i>*The Internal Interfolio Number can be found under the position title on the Positions Tab. This is NOT the same as the apply.interfolio.com ID number in the URL or the position number.</i></p> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 5px; background-color: #f0f0f0; margin-right: 5px;">private</div> <div style="margin-right: 10px;">Testing</div> <div style="margin-left: 20px; text-align: center;"> </div> </div> <p style="font-size: 0.9em; margin-top: 5px;">Provost Office UTK Tenure Track Faculty ID:106644</p> <p style="margin-top: 20px;">Position Name as Listed in Interfolio _____</p> <p style="margin-top: 10px;">Number of Principal Candidates _____</p> <p style="margin-top: 10px;">Number of Alternate Candidates _____</p>

Criteria and Process for Selecting Principal and Alternate Pools
<p>Describe the <i>criteria</i> used to determine who was selected for the principal and alternate pools.</p> <div style="border: 1px solid #000; height: 80px; margin-top: 10px;"></div>

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.

UTK Required Signatures
Search Chair Name (Print and Sign): _____
Search Chair Email: _____
Department Head: _____
Dean: _____
Faculty Affairs: _____ Diane Kelly (dianek@utk.edu)
OEOA: _____ Katrice Morgan (kmorgan4@utk.edu)

UTIA Required Signatures
Search Chair Name (Print and Sign): _____
Search Chair Email: _____
Department Head: _____
Dean(s): _____
UTIA Faculty Affairs: _____ Christopher Clark (cdclark@utk.edu)
OEOA: _____ 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:

10 of 10 Applicants Shown.

☐ **Applicant Name** ^

Reed A. Book

Ph.D. - Doctor of Philosophy, Texas Tech University

☒ **Complete**

READ **EMAIL** **STATUS** v

These option will not appear until you select an applicant.

2. Select “Principal Pool” or “Alternate Pool:”

STATUS v **TAG** v

Principal Pool

Alternate Pool

Interviewed, Not Hired

Longlist

Shortlist

Interview

Offer Pending

Hired

Remove Status

3. Confirm (Save) status change:

Change Status x

Please confirm you wish to change the status of the selected applications to **Principal Pool**.

With this status active:

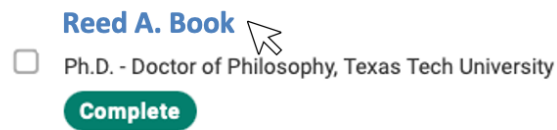
- Applicants **cannot** view this status.
- Applicants **cannot** update their application materials.

☐ Send message to selected applicants with this change.

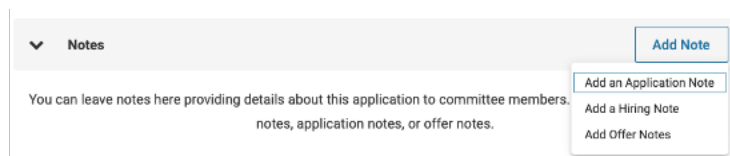
Save **Cancel**

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:

Application Note ✕

Add a note to provide clarification about this applicant to your committee. Notes can only be created by Committee Managers and Administrators, but are visible to all members of this committee.

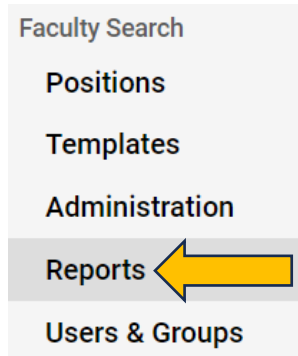
Strengths

✓ Save Cancel

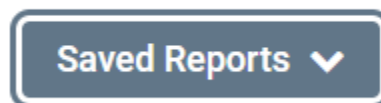
Viewing the Strengths and Weaknesses Report

You need to have the Interfolio search ID number to complete these instructions.

1. From the Faculty Search menu, select “Reports:”



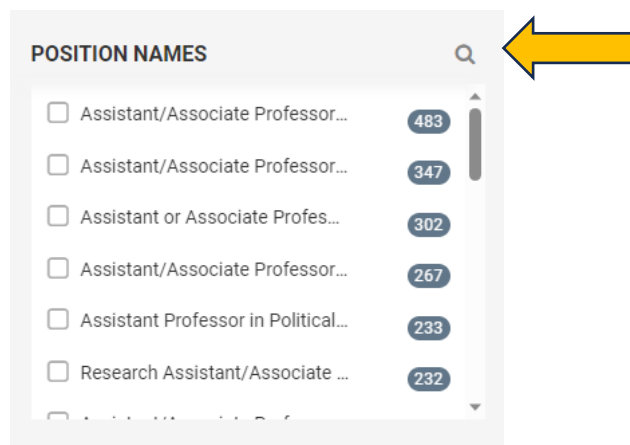
2. Locate the “Saved Reports” drop down on the right-hand side of the screen and select the report titled “Primary & Alternative Pool Rep”



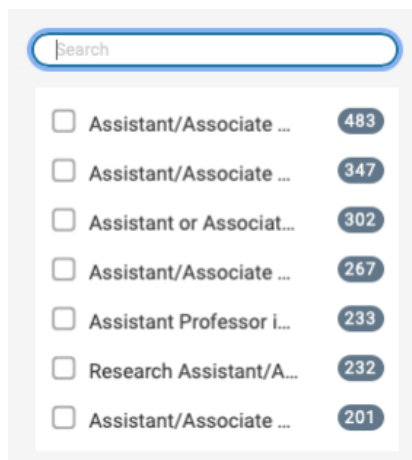
(It is at the bottom of the list!)

Primary & Alternative Pool Rep

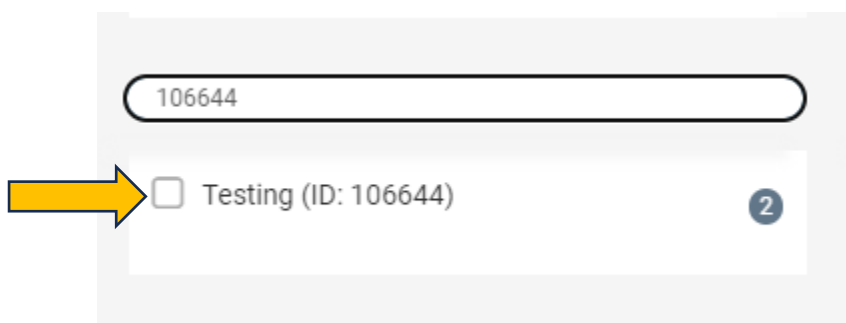
3. Find the “Position Names” area on the main screen and click the hourglass:



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:

Applied Filters							Download CSV
The University of Tennessee - Knoxville x							Save
Clear Filters							
Showing 25 of 168 results							
<input type="checkbox"/>	First Name	Last Name	Highest Degree	Application Status	Tags	Last Date Updated	Position Name
<input type="checkbox"/>			102989			Assistant Professor,	20001469
<input type="checkbox"/>			102989			Assistant Professor,	20001469
<input type="checkbox"/>			102989	Alternate Pool		Assistant Professor,	20001469

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