

In Interfolio's Faculty Search (FS), comments enable reviewers to make observations on applications either from the Applicant Profile page or the Document reader. Comments are visible to all reviewers for that position (unless blind review is turned on), while annotations are personal notes that are only visible to the writer.

Comment on an Application

1. Navigate to the **Positions** page and click the desired Position name to navigate to access its profile page. Check the boxes next to the desired **Applicant Name(s)** you wish to review, then click **Read** to load multiple applications into the document reader for reviewing and commenting.

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Interfolio Services University > Positions >

Assistant Professor of Economics Update 11.15

Position Actions

Unit	Status	Opens	Closes
College of Business	Tetsing adding new status change	Oct 10, 2024	No date set

Applicants

Search by name, education, or status

Filter Saved Views COLUMNS

3 of 3 Applicants Shown.

READ EMAIL STATUS TAG + DISPOSITION CODE DOWNLOAD ARCHIVE

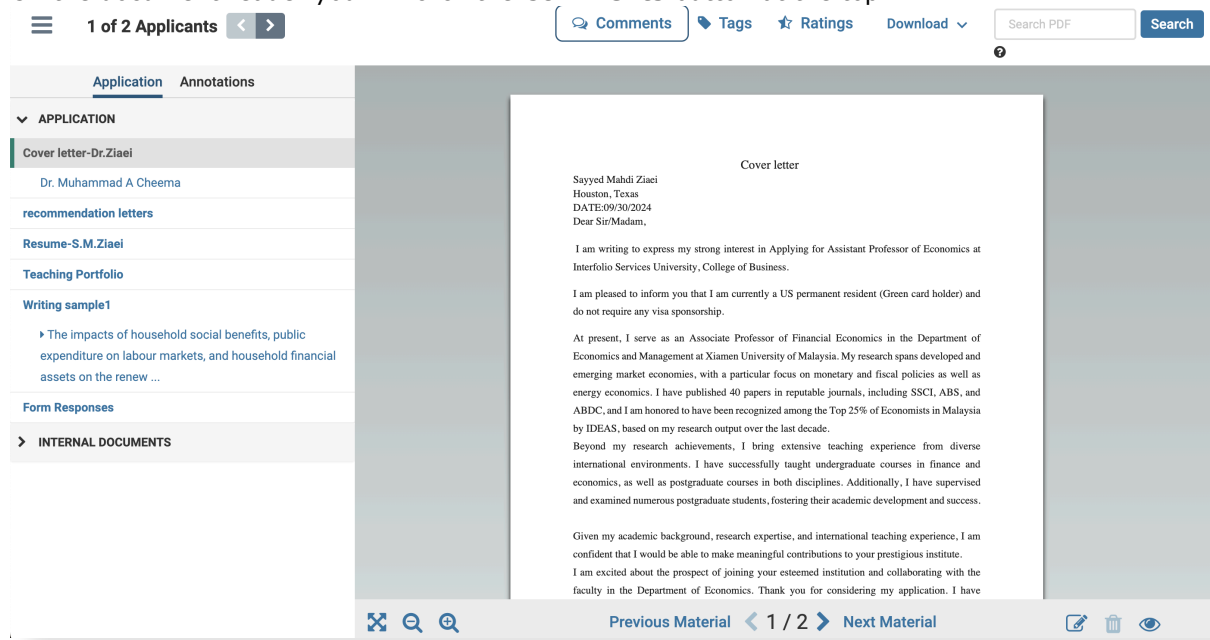
<input checked="" type="checkbox"/> Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input checked="" type="checkbox"/> Sayyed Mahdi ziaei	9/30/2024 4:23 AM Eastern Time	Complete		★★★★★
<input type="checkbox"/> ed sheeran	9/29/2021 8:52 AM Eastern Time	Shortlist	tag1	☆☆☆☆☆
<input checked="" type="checkbox"/> John Legend	9/29/2021 8:51 AM Eastern Time	Shortlist	tag color test tag	☆☆☆☆☆

View List of Existing Comments

Click the hyperlinked Applicant Name on the position's profile page to navigate to their application page. Scroll down to the Comments section to view a list of existing comments for the position. You can add a new comment by clicking the +Add Comment button.

If the institution selected Blind Review for the position, Evaluators will only be able to see their own comments.

2. On the document reader you will click the **Comments** button at the top.



3. Fill out the **Add Comments** form that appears.

Add Comment

Comment *

comment

Save

Cancel

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