

Interfolio helps manage long applicant lists by offering customizable sorting and display options. Users can save and recall searches, customize views, and return to their work later. This article details how these tools assist in sorting, organizing, and managing job applications.

## Manage Applications

1. Navigate to the **Positions** page and click the hyperlinked position's name to access the position's application list. Select an applicant's name to read their application.

Home

Faculty Search - PM Demo

**Positions**

Templates

Administration

Reports

Users & Groups

Review, Promotion & Tenure - PM Demo

Cases

Templates

Administration

Reports

Users & Groups

Lifecycle Management

Series

PM Demo University >

# Positions

New Position

Search for positions

Q

FILTER

Position	Status	Application Information	EEO Notes
<a href="#">Assistant Professor</a> College of Business   Faculty   ID:118695	Accepting Applications	25 applications Opens: Oct 29, 2024	<a href="#">Add</a>
<a href="#">Assistant Professor of Music</a> PM Demo University   Faculty   ID:106346	Reviewing Applications	5 applications Opens: Oct 26, 2022	<div>2 Notes</div> <a href="#">View</a>   <a href="#">Add</a>
<div>Private</div> <a href="#">Assistant Professor of Sociology</a> PM Demo University   Faculty   ID:123540	Reviewing Applications	4 applications Opens: Sep 12, 2023	<a href="#">Add</a>
<a href="#">Assistant Professor of Economics</a> College of Business   Faculty   ID:110974	Reviewing Applications Waiting For Approval Step 1 of 1: EEO Approval	3 applications Open from: Jan 31, 2023 - Jul 2, 2024	<a href="#">Add</a>
<a href="#">Assistant Professor Full Time - Business</a> College of Business   Faculty   ID:139257	Accepting Applications Waiting For Approval Step 1 of 1: EEO Approval	2 applications Opens: May 30, 2024	<a href="#">Add</a>

2. Use the checkboxes to select application(s) for reading, annotating, and evaluating applications, and downloading selected applications. A red toolbar will appear at the top of the page once applications are selected.

PM Demo University > Positions >

# Assistant Professor of Music

Position Actions

Unit	Status	Opens	Closes
PM Demo University	Reviewing Applications <a href="#">change</a>	Oct 26, 2022	No date set

Applicants

Search by name, education, or status

Q

Filter

Saved Views

COLUMNS

5 of 5 Applicants Shown.

READ

EMAIL

STATUS

TAG

+ DISPOSITION CODE

DOWNLOAD

ARCHIVE

<input type="checkbox"/>	Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input checked="" type="checkbox"/>	<a href="#">Jordan Raker</a> N.D. - Doctor of Naturopathy, Harvard <div>Complete: Pending Letters</div>	1/8/2025 4:35 PM Eastern Time		<a href="#">+</a>	☆☆☆☆☆
<input checked="" type="checkbox"/>	<a href="#">Nathan Kelly</a> Ph.D. - Doctor of Philosophy, University of Buffalo <div>Incomplete</div>	10/10/2023 8:35 PM Eastern Time	Shortlist	<div>LC Approve</div> <a href="#">+</a>	☆☆☆☆☆
<input type="checkbox"/>	<a href="#">Jessica Long</a> D.M.A. - Doctor of Musical Arts, Shenandoah University Conservatory <div>Incomplete</div>	10/8/2023 2:50 PM Eastern Time		<a href="#">+</a>	☆☆☆☆☆

3. Review the table below for further actions to take from the position's page.

Action on the Position's Page	Description
Save Search and Filter Results	<div><div><div><div><div><div>• Enter a keyword in the <b>searchbox</b> to search the list</div></div></div><div><div><div><div><div>Search by name, education, or status</div><div><div>shortlist</div><div>Q</div></div><div><div>shortlist</div><div>X</div><div>Save</div><div>Clear Filters</div></div></div></div></div><div><div>• Click the <b>Filter</b> button at the top to open filtering options. Filter applications by criteria like degree, status, labels, ratings, or completion.</div></div><div><div>Applicants</div><div><div>Search by name, education, or status</div><div><div>Harvard</div><div>Q</div></div><div><div>Filter</div><div>Saved Views</div><div>COLUMNS</div></div><div><div>Harvard</div><div>X</div><div>Save</div><div>Clear Filters</div></div></div><div><div><div>HIGHEST DEGREE EARNED:</div><div><div><input type="checkbox"/> Ph.D. - Doctor of Philosophy</div><div><input type="checkbox"/> M.A. - Master of Arts</div><div><input type="checkbox"/> M.S. - Master of Science</div></div></div><div><div>APPLICATION STATUS:</div><div><div><input type="checkbox"/> Shortlist</div><div><input type="checkbox"/> Longlist</div></div></div><div><div>TAGS:</div><div><div><input type="checkbox"/> Research Experience</div></div></div><div><div>PROGRESS:</div><div><div><input type="checkbox"/> Complete</div></div></div><div><div>RATINGS:</div><div><div><input checked="" type="radio"/> My Rating</div><div><div>☆☆☆☆☆</div><div>No Rating</div></div></div></div><div><div>ARCHIVED:</div><div><div><input type="radio"/> Yes</div><div><input checked="" type="radio"/> No</div></div></div><div><div>Filter by Form Responses</div></div></div></div><div><div>• <b>Filter by Form Responses:</b> Click this button in the bottom right corner of the filtering options to filter by <i>Form</i>, <i>Question</i>, and <i>Response</i>.</div></div><div><div><div>Filter by Form Response</div><div>X</div><div><div>1. Form</div><div><div>Select Form</div><div>▼</div></div></div><div><div>2. Question</div><div><div>Select Question</div></div></div><div><div>3. Response</div><div><div>Select Response</div></div></div><div><div>Add</div></div></div><div><div>Done</div></div></div><div><div>• After applying desired filters, they will appear above the list. You can <b>Save</b>, Remove "<b>X</b>", or <b>Clear Filters</b>.</div></div></div></div></div></div>
View Saved Searches and Filtered Results	<div><div><div>Click <b>Saved Views</b> to the right of the page to recall the saved view of the list using the set filters.</div></div><div><div><div>er</div><div>▼</div><div><div>Saved Views</div><div>▼</div><div><div>Shortlist</div><div>Longlist</div><div>Harvard</div><div>Manage Saved Views</div></div></div><div>CO</div></div></div></div>
Tag Applications	<div><div>Use the checkboxes to select the desired applications to tag. Then select a tag or create tag from the <b>Tag</b> dropdown that appears on the red toolbar at the top.</div></div>

Action on the Position's Page	Description
	<div><div>11 of 11 Applicants Shown.</div><div><div>READ</div><div>EMAIL</div><div>STATUS</div><div>TAG</div><div>+ DISPO</div></div><div><div><div><div><div><div></div></div><div>Applicant Name</div></div><div></div></div><div><div><div>Date Updated</div><div></div></div><div></div></div></div><div><div>Research Experience</div><div>Add new tag</div></div></div><div><div><div><div><div><div><div></div></div><div>Sally Smith</div></div><div><div><div><div></div></div><div>M.A. - Master of Arts, Interfolio University</div></div><div>9/13/2022 2:44 PM Eastern Time</div><div>Longlist</div><div><div></div></div></div><div>Complete</div></div><div><div><div><div><div><div></div></div><div>Clifford Geertz</div></div><div><div><div><div></div></div><div>Ph.D. - Doctor of Philosophy, Harvard University</div></div><div>7/14/2022 5:09 PM Eastern Time</div><div>Shortlist</div><div><div></div></div></div><div>Complete</div></div><div><div><div><div><div><div></div></div><div>Gregory Harper</div></div><div><div><div><div></div></div><div>Ph.D. - Doctor of Philosophy, Wabash College</div></div><div>5/3/2019 4:18 PM Eastern Time</div><div>Longlist</div><div><div></div></div></div><div>Complete</div></div></div></div><div>Tags are bits of text to be used to help identify, sort, and mark applications. If an institution allows, users can add and create tags to attach to applications.</div></div></div></div></div></div></div>
Download and Print Applications	<div><div>Use the checkboxes to select the desired applications to download/print, then click <b>Download</b> from the the red toolbar that appears at the top to download the selected applicants' application packets. You can then print the downloaded file.</div><div><div><div>ION CODE</div><div><div><div></div></div>DOWNLOAD</div><div><div><div></div></div>ARC</div></div></div><div>Each PDF contains all application forms and materials including transcripts, CV, teaching philosophy, etc.</div></div>
Customize Columns	<div><div>Default columns displayed are applicant name, date updated, tags, and overall average rating (if enabled). Additional columns include complete status, date submitted, highest degree earned and date, and overall ratings. Default columns can be restored anytime.</div><div>Click the <b>Columns</b> button to the right of the page.</div><div><div><div>Filter</div><div></div></div><div><div>Saved Views</div><div></div></div><div><div>COLUMNS</div></div></div><div>Select the desired column information from the new window that displays and click <b>App</b> when finished.</div></div>

Action on the Position's Page	Description
	<div><div>Select Columns to Display</div><div><div></div><div><div>Selected</div><div><div><div><input checked="" type="checkbox"/> Date Updated</div><div><input checked="" type="checkbox"/> Applicant Status</div><div><input checked="" type="checkbox"/> Tags</div><div><input checked="" type="checkbox"/> My Overall Rating</div></div><div><div>&gt; Available</div><div>&gt; Forms</div></div></div><div><div>APPLY</div><div>CANCEL</div><div>RESET DEFAULTS</div></div></div></div></div>

# FAQ

## How can I find an applicant?

To locate a specific applicant, you can search for them within a position or on the reports page to search multiple positions.

### Search Within a Position

Navigate to the **Positions** page and click the **hyperlinked Name** of the position. Enter the name of the applicant in the **searchbar**.

about:blank

4/6

Interfolio Demo University > Positions >

Assistant Professor of Anthropology and Indigenous Studies

Unit

College of Humanities

Status

Accepting Applications

Applicants

Search by name, education, or status

Q

11 of 11 Applicants Shown.

☐

Applicant Name

☐

Sally Smith

M.A. - Master of Arts, Interfolio University

Complete

☐

Clifford Geertz

Ph.D. - Doctor of Philosophy, Harvard University

Complete

Search Within a Report

Navigate to the **Reports** page and select desired **Filters** on the *Applications Report* tab.

Interfolio Demo University >

Reports

APPLICATIONS REPORT

POSITIONS REPORT

FORMS REPORT

LOGS

ADVANCED REPORTS

Q Search

Filter

Saved Reports

COLUMNS

UNIT

☐ Interfolio Demo Unive... 260

☐ College of Humanities 55

☐ College of Education 24

☐ College of Business 15

☐ College of Medicine 15

☐ Accounting, Economi... 14

☐ Curriculum and Instru... 13

POSITION STATUS

☐ Accepting Applications 167

☐ Final Review 25

☐ Interviewing Finalists 19

☐ Reviewing Applications 19

☐ COVID-19 Delay 12

☐ Payment Validated 11

☐ Applicants Screening 10

APPLICATION TAG

☐ Test 45

☐ IDU 13

☐ Group A 9

☐ Group B 8

☐ Strong candidate for L... 4

☐ AQ 3

☐ Daniel to review 2

OVERALL APPLICATION RATING

Filtered by No Rating Clear

COMPLETENESS

☐ Complete 137

☐ Incomplete 109

☐ Complete: Pending Letters 14

Scroll down to see the **Applied Filters** and display list.

Applied Filters

Download CSV

Interfolio Demo University

College of Humanities

Save

Clear Filters

Showing 25 of 260 results

☐

First Name

Last Name

Highest Degree

Application Status

Tags

Last Date Updated

Position Name

☐

Zayne

Adams

M.S. - Master of Science

+

1/28/2020 4:02 AM Eastern Time

Physics: Tenure-Track Faculty Position

☐

Zayne

Adams

M.S. - Master of Science

Shortlist

Research Experience

+

3/1/2019 8:54 AM Eastern Time

Assistant Professor of Anthropology and Indigenous Studies

☐

Derya

Agis

Ph.D. - Doctor of Philosophy

Shortlist

+

5/3/2019 4:17 PM Eastern Time

Assistant Professor of Anthropology and Indigenous Studies

Click **Download CSV** and search for the desired applicant within the downloaded CSV file (Ctrl/Command +F).

Yes No Give feedback about this article

## Related Articles

- [About the List of Positions](#)
- [Share Applications by Email](#)
- [Read and Evaluate Applications Using the Document Reader](#)
- [View an Applicant's Profile](#)