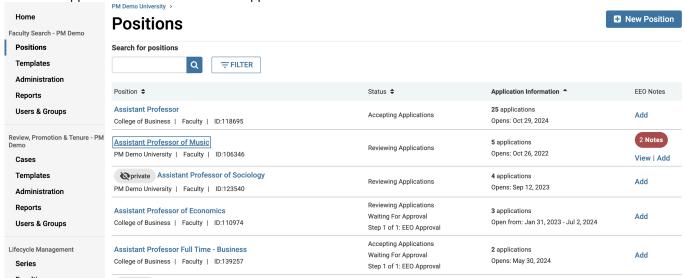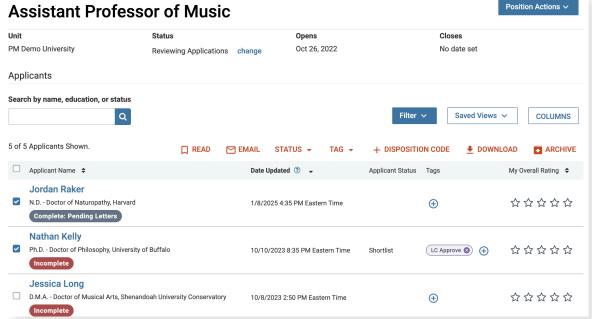Interfolio helps manage long applicant lists by offering customizable sorting and display options. Users can save and recall searches, customize views, and return to their work later. This article details how these tools assist in sorting, organizing, and managing job applications.

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.

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.

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	• Enter a keyword in the **searchbox** to search the list • Click the **Filter** button at the top to open filtering options. Filter applications by criteria like degree, status, labels, ratings, or completion. ○ **Filter by Form Responses**: Click this button in the bottom right corner of the filtering options to filter by *Form*, *Question*, and *Response*. • After applying desired filters, they will appear above the list. You can **Save**, Remove "**X**", or **Clear Filters**.
View Saved Searches and Filtered Results	Click **Saved Views** to the right of the page to recall the saved view of the list using the set filters.
Tag Applications	Use the checkboxes to select the desired applications to tag. Then select a tag or create tag from the **Tag** dropdown that appears on the red toolbar at the top.

Action on the Position's Page	Description
	11 of 11 Applicants Shown. READ EMAIL STATUS ▾ TAG ▾ + DISPO ☐ Applicant Name ⬍ — Date Updated ⓘ ▾ — Research Experience / Add new tag ☑ **Sally Smith** M.A. - Master of Arts, Interfolio University — 9/13/2022 2:44 PM Eastern Time — Longlist ⊕ **Complete** ☑ **Clifford Geertz** Ph.D. - Doctor of Philosophy, Harvard University — 7/14/2022 5:09 PM Eastern Time — Shortlist ⊕ **Complete** ☐ **Gregory Harper** Ph.D. - Doctor of Philosophy, Wabash College — 5/3/2019 4:18 PM Eastern Time — Longlist ⊕ **Complete** 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.
Download and Print Applications	Use the checkboxes to select the desired applications to download/print, then click **Download** from the the red toolbar that appears at the top to download the selected applicants' application packets. You can then print the downloaded file. TION CODE ⬇ DOWNLOAD ▣ ARC Each PDF contains all application forms and materials including transcripts, CV, teaching philosophy, etc.
Customize Columns	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. Click the **Columns** button to the right of the page. Filter ⌄ Saved Views ⌄ COLUMNS Select the desired column information from the new window that displays and click **App** when finished.

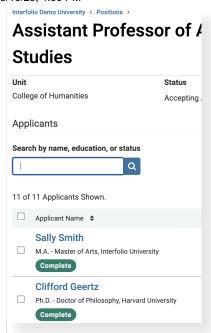| Action on the Position's Page	Description
	Select Columns to Display ✕ 🔍 ▼ Selected ☑ Date Updated ☑ Applicant Status ☑ Tags ☑ My Overall Rating ❯ Available ❯ Forms **APPLY** CANCEL RESET DEFAULTS

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.
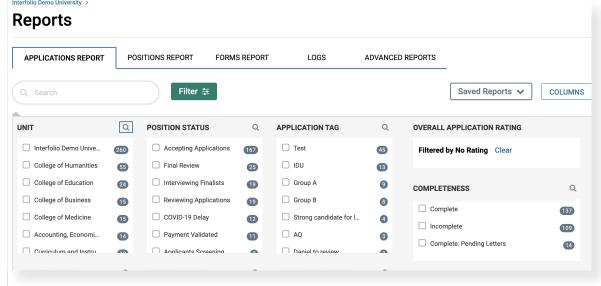
Search Within a Position

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

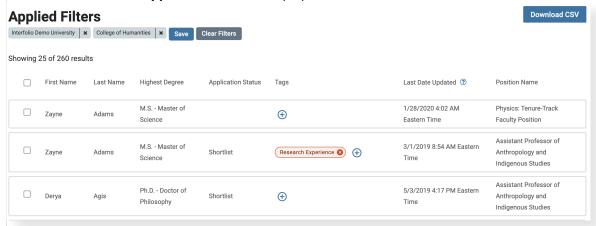Interfolio Demo University › Positions

Assistant Professor of A...
Studies

Unit   **Status**
College of Humanities   Accepting ...

Applicants

Search by name, education, or status

[   ] [🔍]

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 |

[🔍 Search]   [Filter ⇌]   [Saved Reports ⌄]   COLUMNS

UNIT 🔍	POSITION STATUS 🔍	APPLICATION TAG 🔍	OVERALL APPLICATION RATING
☐ Interfolio Demo Unive... (260)	☐ Accepting Applications (167)	☐ Test (45)	**Filtered by No Rating** Clear
☐ College of Humanities (55)	☐ Final Review (25)	☐ IDU (13)	
☐ College of Education (24)	☐ Interviewing Finalists (19)	☐ Group A (9)	**COMPLETENESS** 🔍
☐ College of Business (15)	☐ Reviewing Applications (19)	☐ Group B (8)	☐ Complete (137)
☐ College of Medicine (15)	☐ COVID-19 Delay (12)	☐ Strong candidate for l... (4)	☐ Incomplete (109)
☐ Accounting, Economi... (14)	☐ Payment Validated (11)	☐ AQ (3)	☐ Complete: Pending Letters (14)
☐ Curriculum and Instru...	☐ Applicants Screening	☐ Daniel to review	

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).

Was this article helpful?

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