

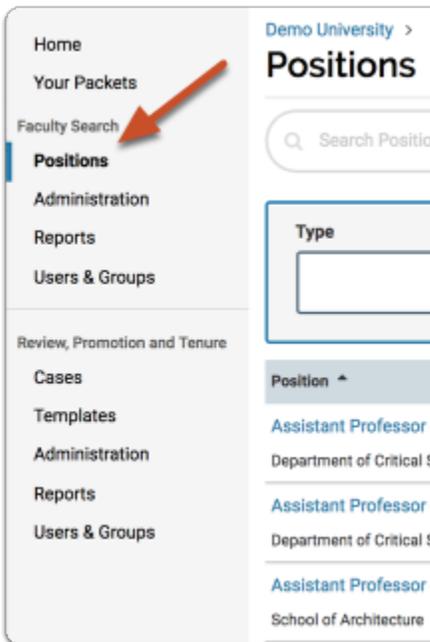
Accessing Applicant Materials

In Faculty Search, all the applications to a given position appear listed on one page.

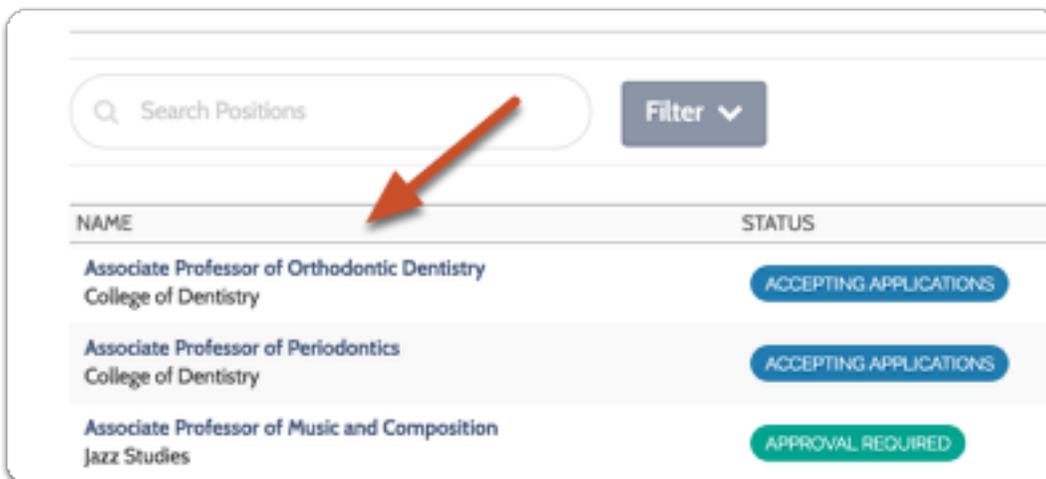
The list of applications for a position is often quite long. There are a number of useful features and organizational tools to help you sort and manage your work on the Applications List. See here for [more information on working with the Applicant List](#).

To view the list of applicants for a position:

1. Select "Positions" from the left-hand navigation.



2. Click the position title to open the list of applications for that position



3. You will see the list of applicants for your position listed in a table as shown below

Demo University > Positions >

Assistant Professor of Landscape Architecture

Position Actions ▾

Unit	Status	Opens	Closes
Department of Architectural History	Accepting Applications change	Sep 1, 2015	Aug 16, 2018

APPLICANTS (1 of 1)

Keyword Search [Filter](#) [Saved Views](#) ▾ [Columns](#) ▾

[Hired](#) [Save](#) [Clear Filters](#)

<input type="checkbox"/>	Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input type="checkbox"/>	Sasha Brown INCOMPLETE	Jan 25, 2018	Hired	+	★ ★ ★ ☆ ☆

25 ▾

To access applications, select one or more applicants in the list

1. Check the "Applicant Name" box at the top of the table to select all applicants in the list, or check the box next to the applicant(s) you want to review.
2. Click an applicant's name to view the profile of an individual applicant.
3. Selecting a name or names from the list opens a new set of buttons on the page.

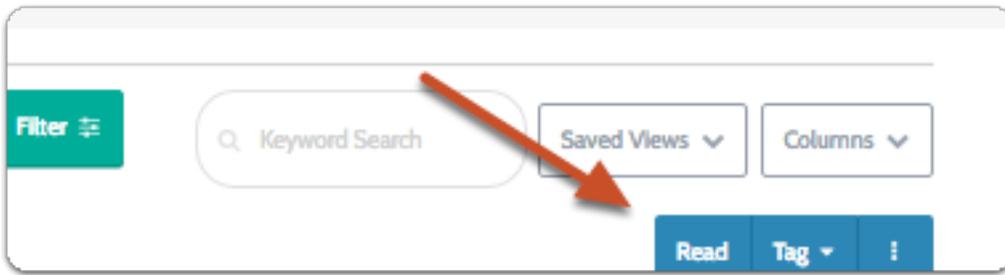
Note: The buttons that appear after selecting an application are determined by your role in the program. If you are an evaluating committee member, you will likely see "Read" and "Tag" buttons. Committee Managers or Administrators may see additional buttons for assigning a status to an application, emailing applicants, etc.

<input checked="" type="checkbox"/>	APPLICANT NAME	DATE UPDATED	APPLICANT STATUS	TAGS	MY OVERALL RATING
<input checked="" type="checkbox"/>	Michaela Amoo Ph.D. - Doctor of Philosophy, Howard University, Washington DC 20059 COMPLETE: PENDING LETTERS	Jan 9, 2017	Offer Pending	+	☆ ☆ ☆ ☆ ☆
<input checked="" type="checkbox"/>	Jane Demo A.B.D. - All But Dissertation, Interfolio University INCOMPLETE	Jan 11, 2015	Shortlist	+	★ ★ ★ ★ ☆

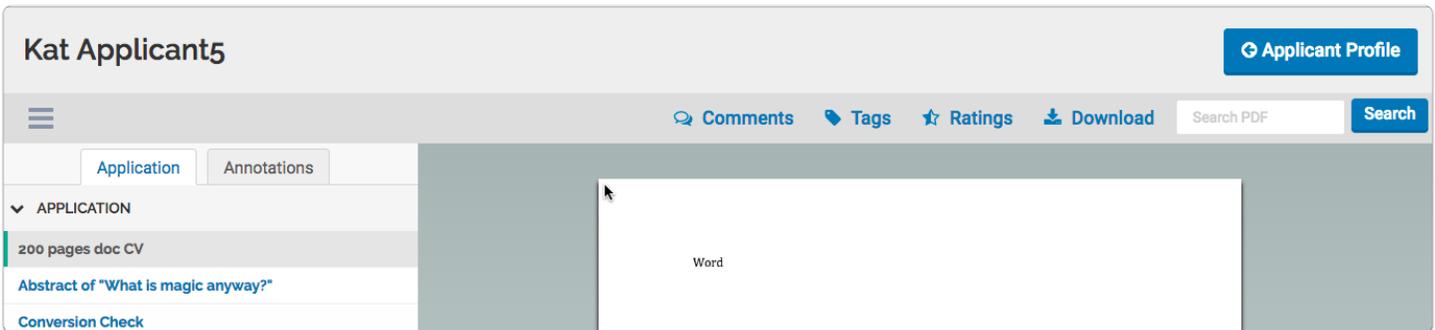
[Read](#) [Email](#) [Status](#) ▾ [Tag](#) ▾ [⋮](#)

To read application materials:

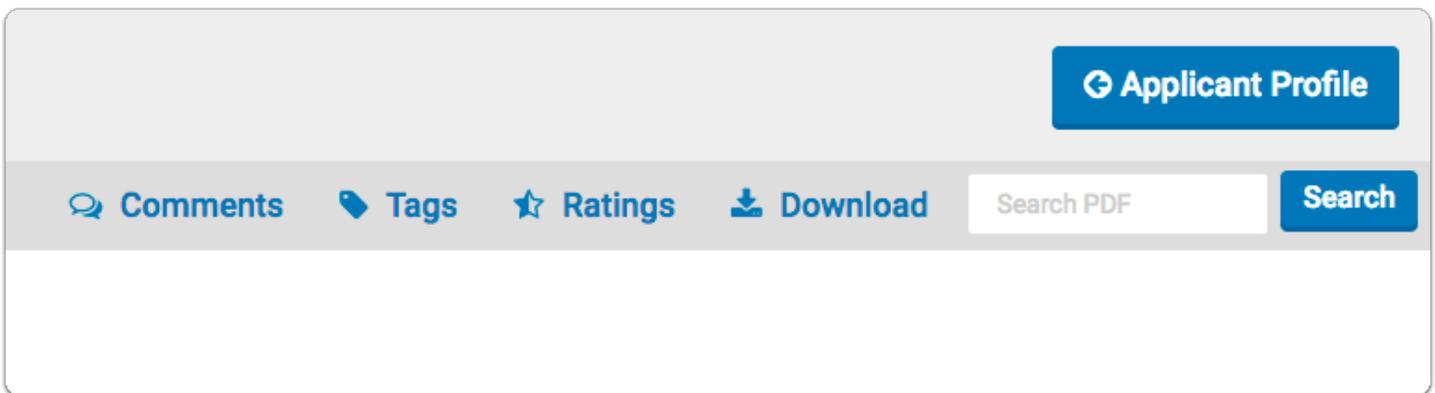
1. Click "Read" to view selected applications in your browser using Interfolio's "Materials Viewer." See below for more information on using the viewer to read and annotate application materials.



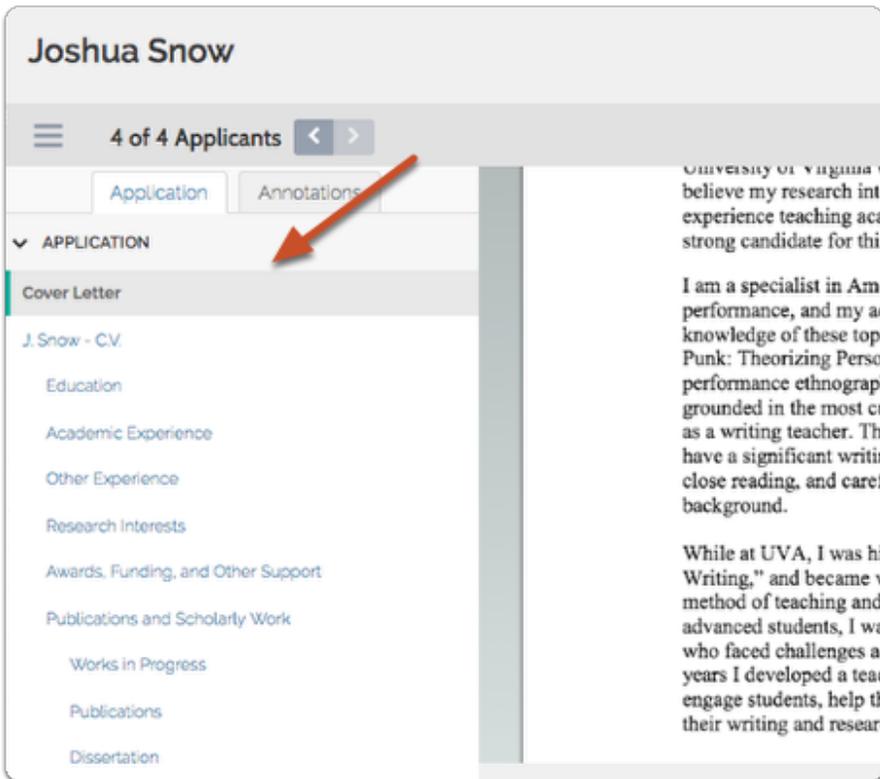
2. All selected applications will be loaded into the viewer for you to review one at a time.



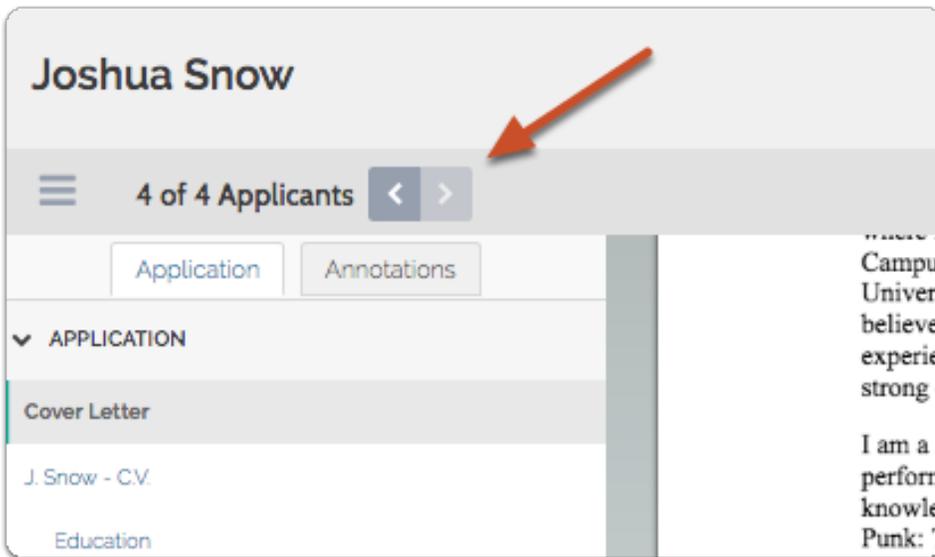
3. Users can use the "Search PDF" box to find specific text in an applicant's materials.



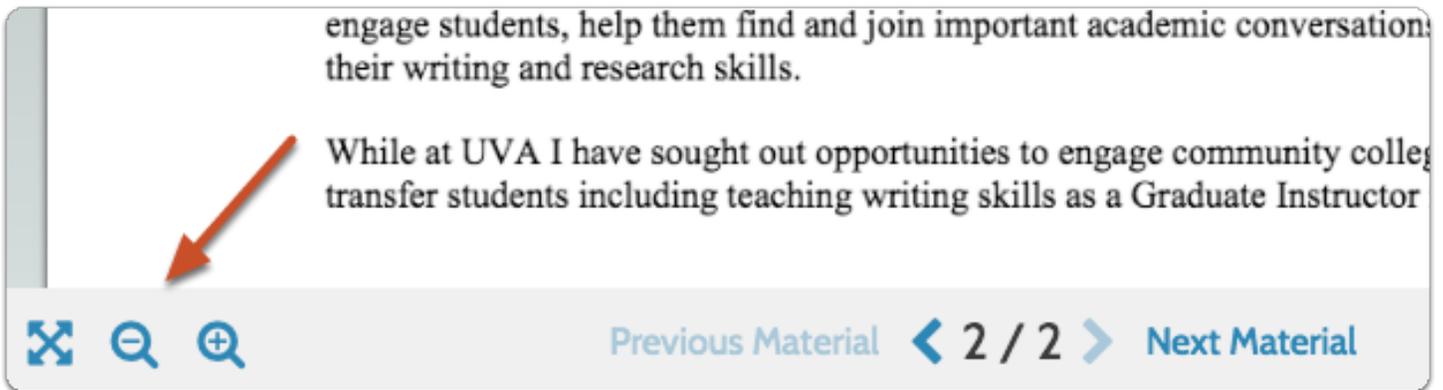
4. All materials of the currently displayed application will appear bookmarked in the left-hand column of the viewer.
- Click the name of a document to display it in the viewer.



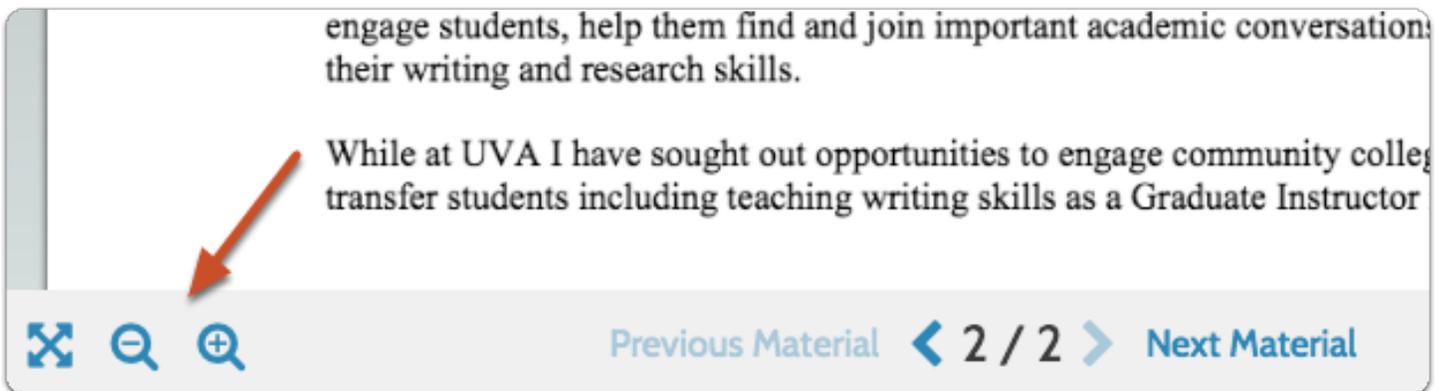
5. Use the arrows at the top of the viewer to move between applications when multiple applicants are selected.



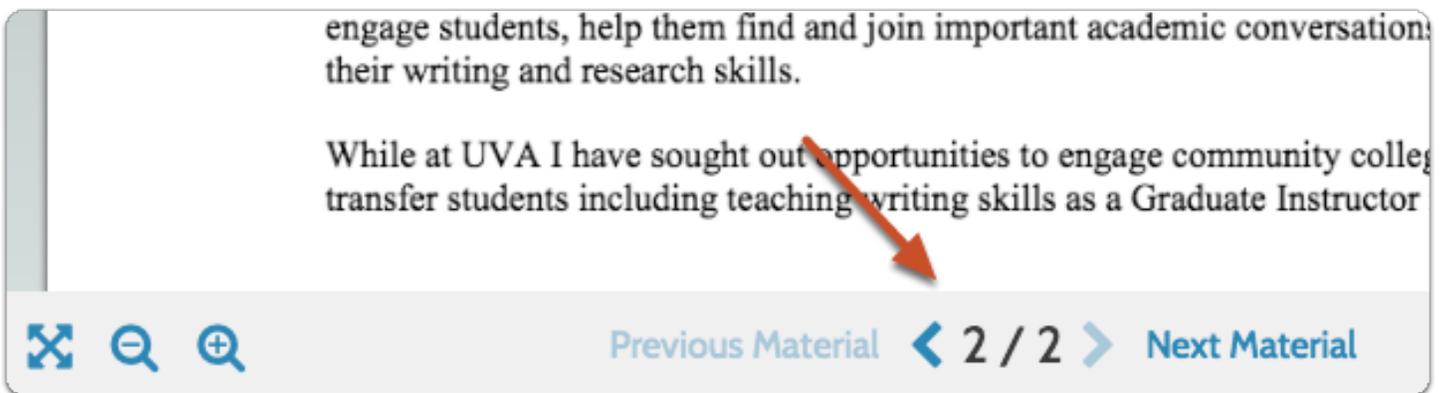
6. Use the controls at the bottom of the viewer for navigation of the currently displayed application:
 - a. Toggle on or off the header bar of the viewer for distraction free viewing of materials.



b. Zoom in or out of the document



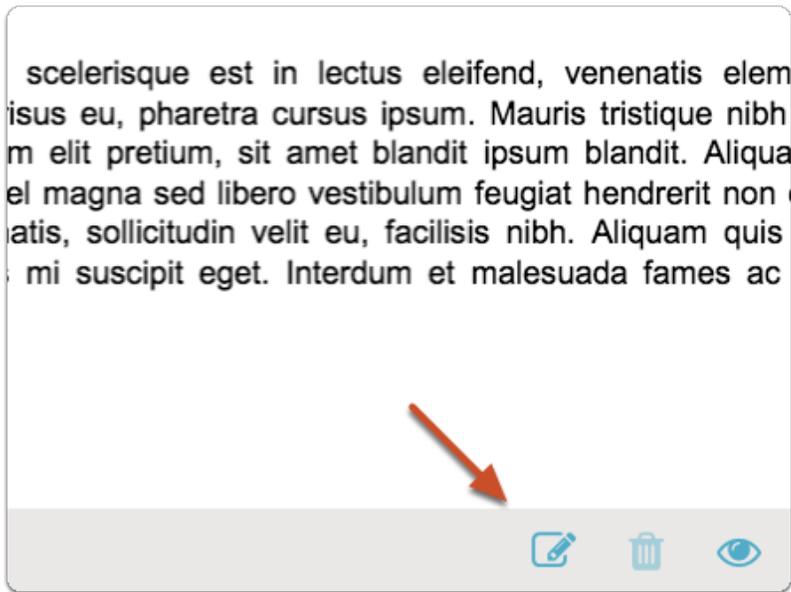
c. Page forward or backward in the displayed application



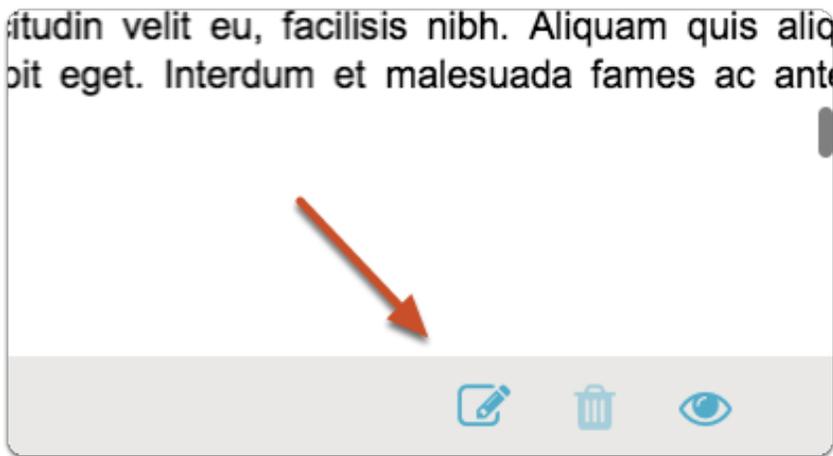
Using Document Annotations

Annotations are private, personal notes about an application, and are only viewable by the committee member who added the note. See here for [more information on making annotations on application documents](#).

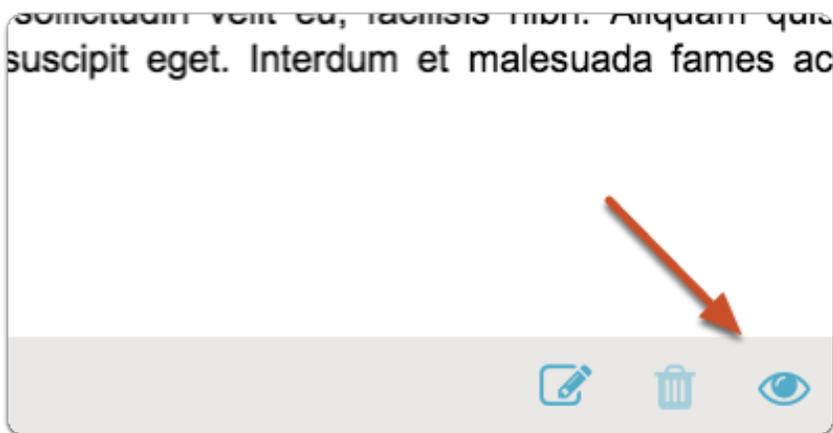
1. Annotations are added and managed from the lower right corner of the viewer.



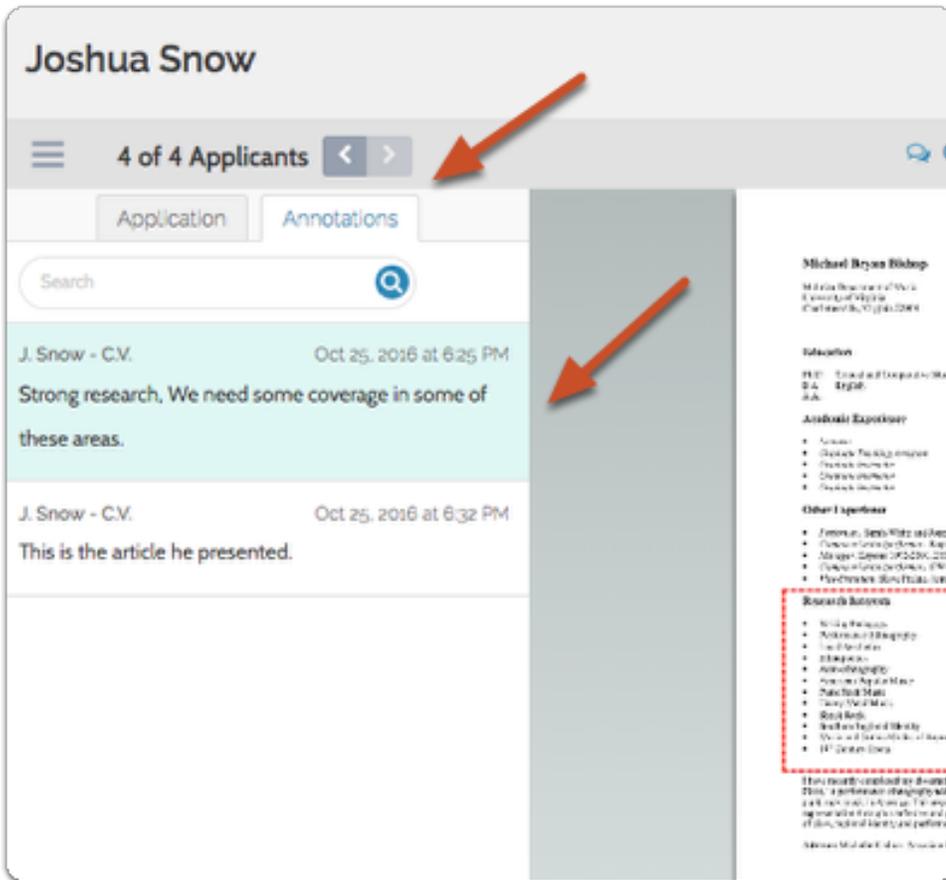
2. Click the "note" icon to leave an annotation on the currently displayed document.



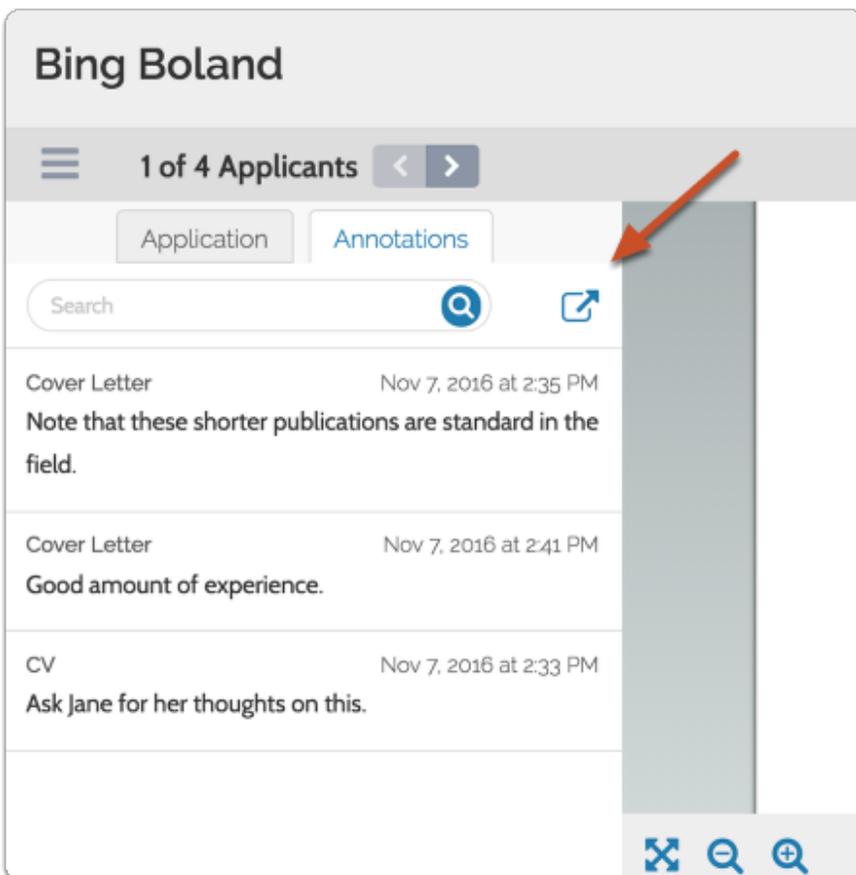
3. Click the "view" icon to toggle on or off the display of annotations.



- a. You can quickly view all of the annotations added to a document from the "Annotations" tab in the document viewer
4. Click the annotation in the list to find it in the application.

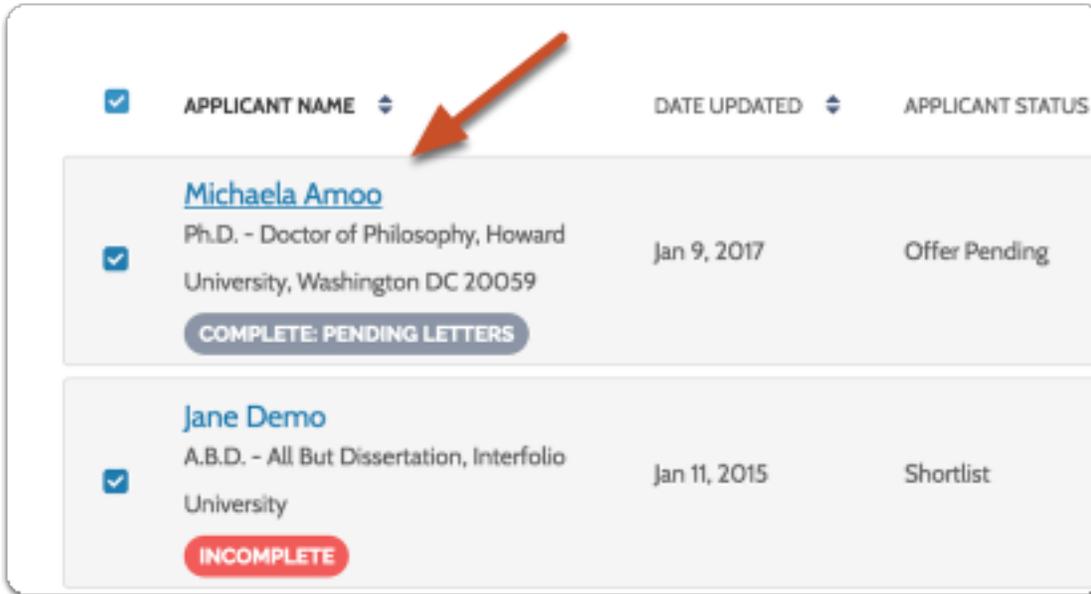


5. You can export and download annotations by clicking the export icon. Annotations are exported to a PDF file that you can save, download and print.



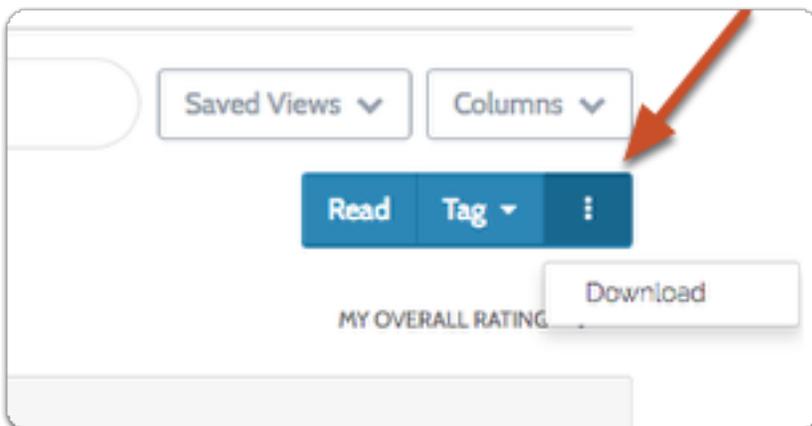
To download materials for one or more selected applications:

1. Select one or more applicants in the list



<input checked="" type="checkbox"/>	APPLICANT NAME	DATE UPDATED	APPLICANT STATUS
<input checked="" type="checkbox"/>	Michaela Amoo Ph.D. - Doctor of Philosophy, Howard University, Washington DC 20059 COMPLETE: PENDING LETTERS	Jan 9, 2017	Offer Pending
<input checked="" type="checkbox"/>	Jane Demo A.B.D. - All But Dissertation, Interfolio University INCOMPLETE	Jan 11, 2015	Shortlist

2. Click the "Additional Options" icon and select "Download."



3. You will receive an email as a notification when your download is ready.
4. From the received letter, click to download your materials