

## EVALUATING APPLICATIONS IN CAREERS AT UF: FACULTY & POSTDOCS

Search Committee Managers and Evaluators can easily view and evaluate applications in Careers at UF: Faculty & Postdocs. This instruction guide will walk you through helpful tools for evaluating applicants.

### NAVIGATION

To get started, navigate to my.ufl.edu and use one of the following navigational paths:

1. Click the **Nav Bar** icon
2. Click **Main Menu**
3. Click **Human Resources**
4. Click **Recruiting**
5. Click **Faculty/Postdoc Requisitions**

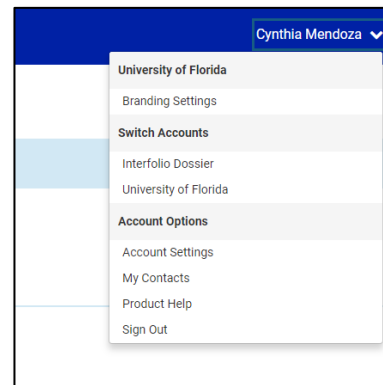
**OR**

1. Click the **Nav Bar** icon
2. Click **Main Menu**
3. Click **Human Resources**
4. Click **UF Departmental Administration**
5. Click **Faculty/Postdoc Requisitions**

### LOGGING INTO YOUR ACCOUNT



If you already have an Interfolio Dossier account, you will be prompted to select an account upon logging into the system. Be sure to click **University of Florida** when evaluating positions.



Additionally, if you wish to switch accounts while already in the Careers at UF system, simply click your name in the upper right-hand corner of the screen. Then click either Interfolio Dossier or University of Florida.

### ACCESSING A POSITION

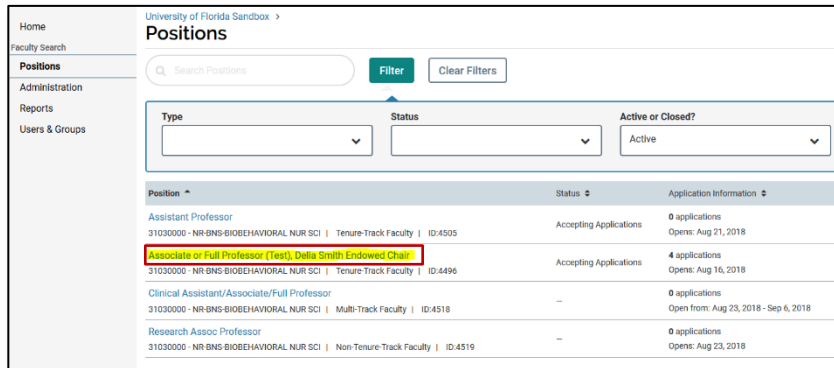


1. Click the **Positions** link from the navigation bar.
2. The positions to which you have access will display in a table that lists:
  - a. **Name of the position:** Generally the title of the position to be filled such as "Associate Professor".
  - b. **Organizational unit:** Unit in which the position is located or that is responsible for conducting the search process.
  - c. **Type of the position:** Indicates if this is a search for faculty (such as tenure-track faculty or multi-track faculty) or postdoctoral candidates.
  - d. **ID:** Identifies the particular posting in the system and represents the requisition number.

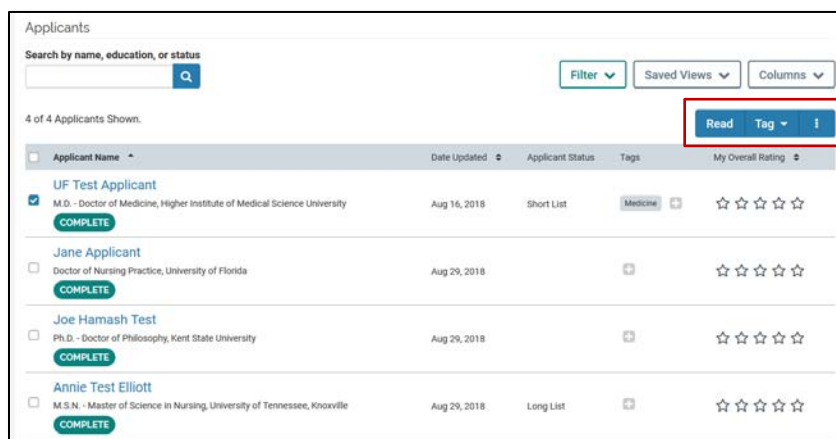
- e. **Position status:** Current state of the search, such as Accepting Applications, Reviewing Applications, Interviewing, etc.
- f. **Number of applications:** Individuals who have applied to the position.
- g. **Open and close dates:** Indicate when a position is open or closed to new applications or when it opened (if position is open until filled).

## ACCESSING A POSITION'S APPLICATIONS

1. To access the applications for a specific position, click the **position title**.




2. You will see the list of applicants for your position listed in a table.
3. To access applications, **select** one or more applicants in the list.
  - a. NOTE: Check the **Applicant Name** box at the top of the table to select all applicants in the list, or you can simply check the box next to the applicant(s) you want to review.
  - b. NOTE: You may click an **applicant's name** to view the profile of an individual applicant.
4. Selecting a name or names from the list opens a new set of buttons on the top right of the page.



5. Click the **Read** button to view selected applications.
6. The **Materials Viewer** opens with the applications.

ALTERNATIVELY, YOU MAY DOWNLOAD THE APPLICATIONS. TO DO SO FOLLOW THE STEPS BELOW:

1. Click the **Additional Options** icon .
2. Click **Download**.
3. You will receive an email as a notification when your download is ready.
4. Click the **link** in the email to download the materials.

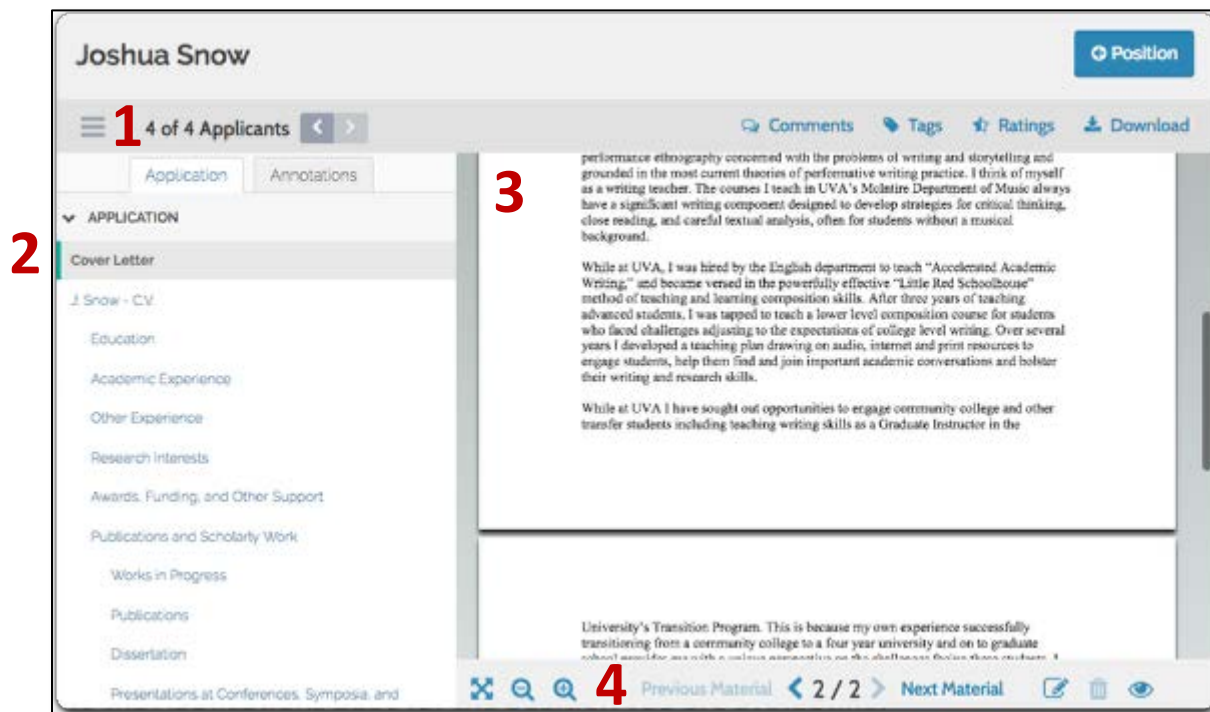
- The application materials will be downloaded as a zipped folder of PDF files.

## REVIEWING A POSITION'S APPLICATIONS IN THE MATERIALS VIEWER

The Materials Viewer allows evaluators to read and annotate application materials in the browser. Materials from multiple applicants can be loaded into the viewer, allowing a user to scroll through and evaluate applications without leaving the browser window.

Users also can make annotations on application materials, download the annotations they make, add labels, and rate applicants from the viewer.

- With the Materials Viewer open, use the **arrows at the top** of the viewer to move between applications when multiple applicants are selected.
- 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**.
- Use the **controls** at the bottom of the viewer for navigation of the currently displayed application.



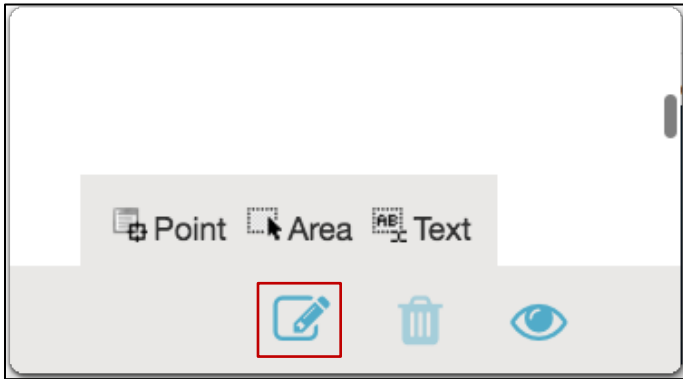
## ANNOTATING A DOCUMENT

Committee members can add annotations to individual documents when viewing application materials in the viewer and can export the annotations they make in a PDF file.

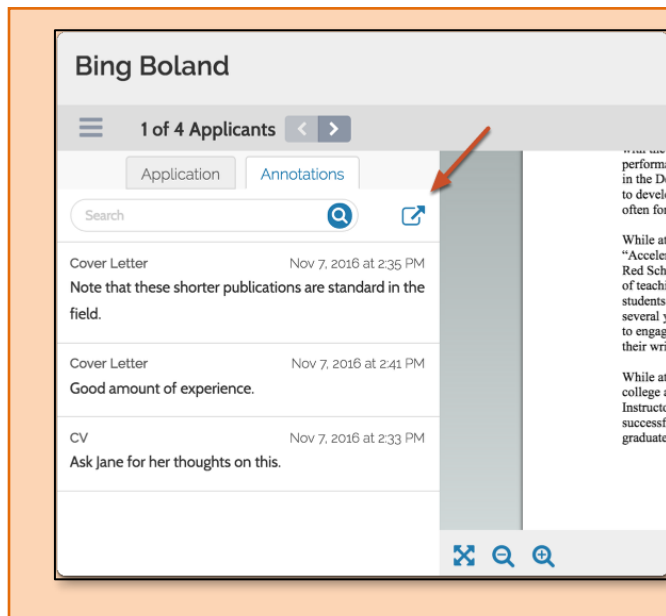
Annotations are private notes about an application, similar to attaching sticky notes, or marking up a document with comments. Such annotations come in handy if you are a committee member reviewing a large number of applications and need to remember your thoughts about each applicant.

Unlike comments, which can be viewed by other committee members, these annotations are visible only to the evaluator who created them. Evaluators should refrain from using the comments or tag functions unless they have received specific guidance on them from their department's or college's HR administrator.

Annotations have their own tab in the viewer, making it easy to quickly view your notes. Simply export your annotations to save your notes on an application.



1. Click the Note icon at the bottom right of your screen to leave an annotation on the currently displayed document.
2. Choose the desired annotation type:
  - a. Make no selection to add a simple **sticky note** to the document.
  - b. **Point** adds a note with an arrow pointing to a particular point in the document.
  - c. **Area** adds a note about a selected area.
  - d. **Text** adds a note about highlighted text.
3. To edit a note you've added, simply click into the **text field** and make appropriate edits.
4. To delete a note, click into the text field and then click the **trash** icon.



You can quickly view all of the annotations added to a document from the **Annotations** tab in the document viewer. Click the annotation to view it in the document.

Additionally, annotations can be downloaded to PDF by clicking the **Export** icon.

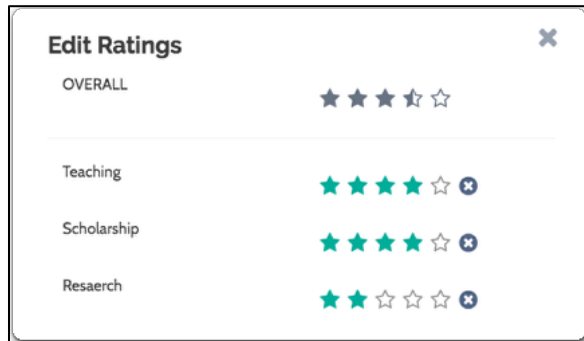
## RATING APPLICANTS

If your department has set up evaluation criteria, Evaluators can rate applicants on a simple 5-star scale. Ratings can be assigned and viewed from the Applicant Profile page or from within the Materials Viewer.

Because ratings are set up as a blind review, they are only visible to an individual evaluator. Individual ratings are not visible to other members of the search committee.

1. Click **Ratings** at the top right of the document viewer.

2. **Hover** over the stars and click the appropriate star rating to rate an applicant.
3. Click the **X** to close when you are finished rating the applicant.

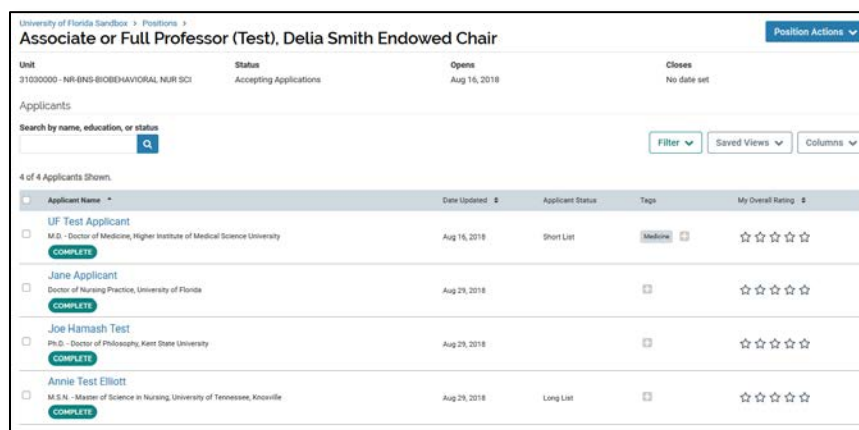


ALTERNATIVELY, YOU MAY ASSIGN RATINGS VIA THE APPLICANT PROFILE PAGE. TO DO SO, FOLLOW THE STEPS BELOW:

1. Click the **Positions** link from the navigation bar.
2. Click the **position title**.
3. Click an **applicant's name** to open the Applicant Profile page.
4. Scroll down to the **Ratings** section.
5. **Hover** over the stars and click the appropriate star rating to rate an applicant.

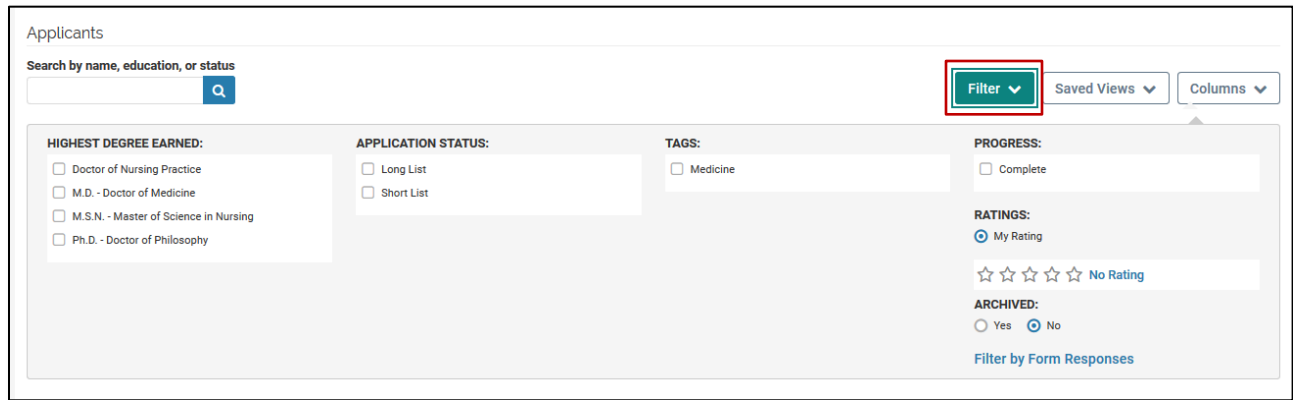
## ORGANIZING THE APPLICANT LIST

You may organize the list of applicants to assist in your review process. You can apply and save filters and organize the columns in your list. Your starting point will be the Applicant List.

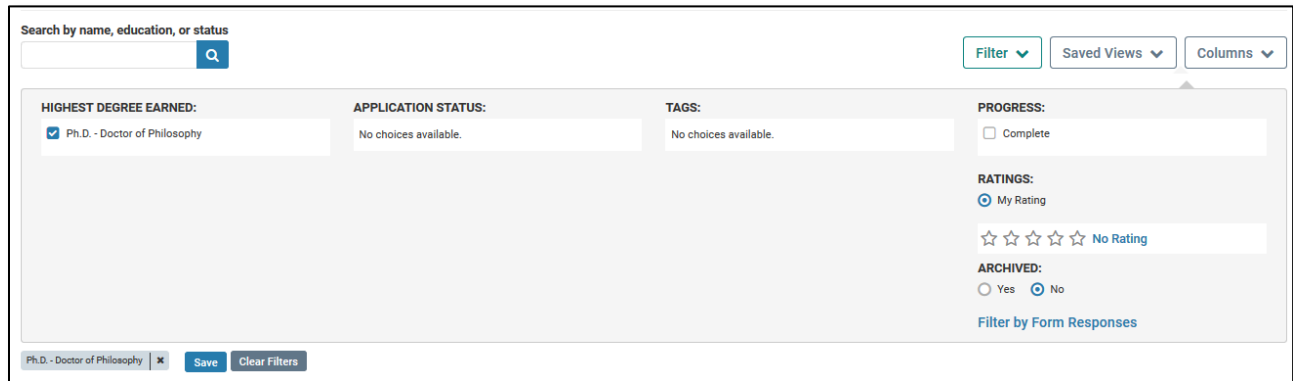


## FILTERING THE LIST

1. Click the **Filter** button at the top of the list to open a set of options for filtering the list. You can filter the list of applications by data points, including highest degree earned (as reported by applicants), application status, ratings or completion status.



The list will be filtered according to your settings and any filter will appear above the applicant list.

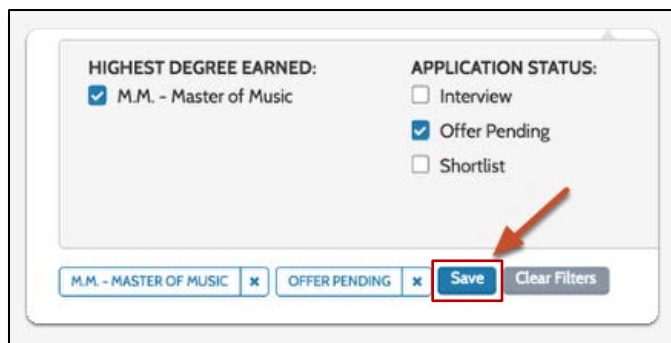


You can easily remove the filter by **deselecting** it or by clicking the **Clear Filters** button.

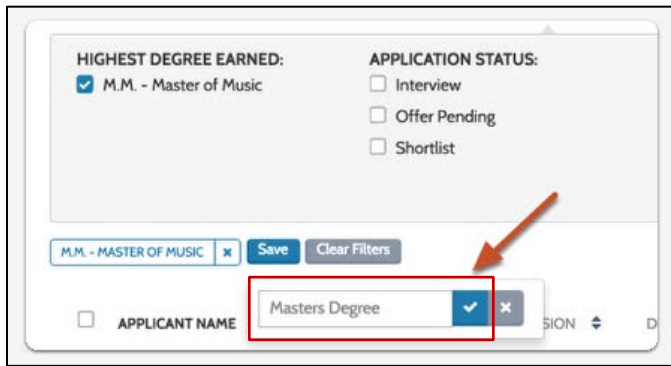
### SAVING A VIEW OF THE APPLICANT LIST

After you have organized your list using filters, you can save that view for use at a later time.

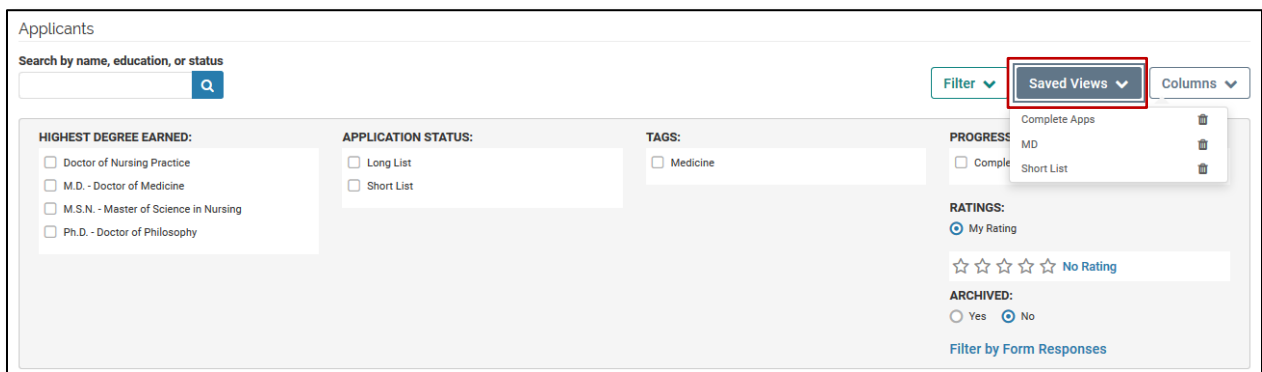
1. Click the **Save** button.



2. Enter a **name** for the view.
3. Click the **check mark**.



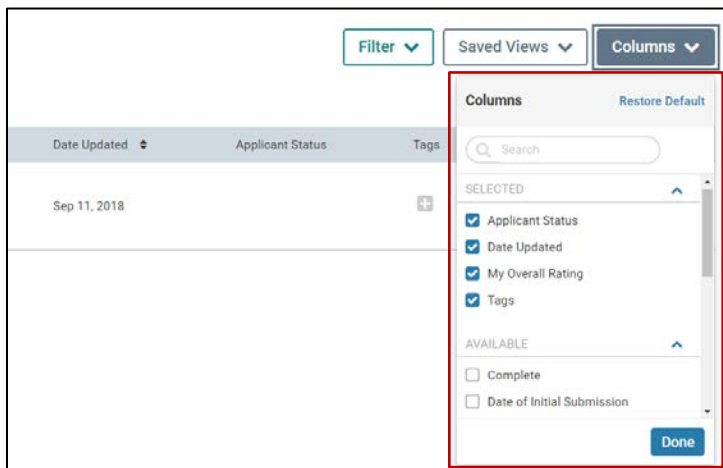
4. Click **Saved Views** to recall the view of the list using the filters you have set.



### CUSTOMIZING THE COLUMNS

The default columns that display are applicant name, date updated, my overall rating, and tags.

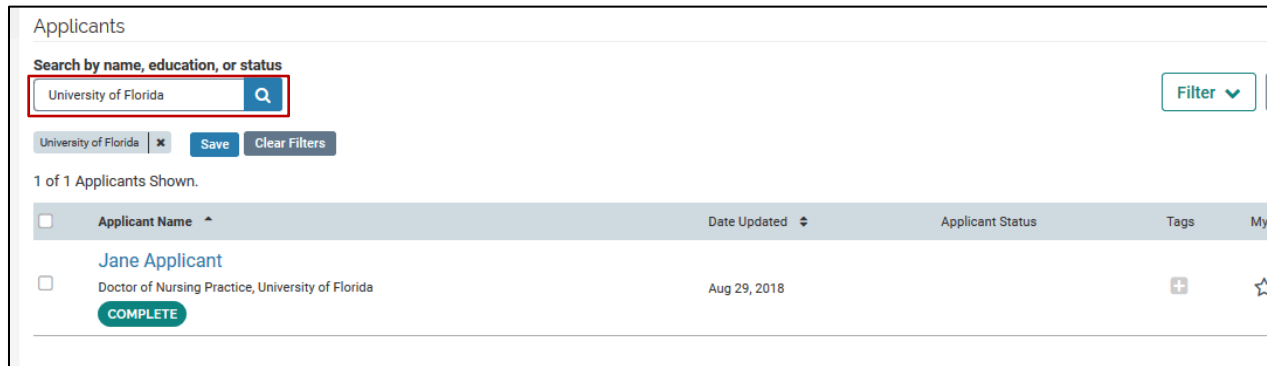
You can add columns for complete status, date of initial submission, highest degree date, and overall rating. You can also add answers to custom form questions as column headers in the display.



### SEARCHING APPLICANT LIST BY KEYWORD

You can search the applicant list by name, education, or status. This feature may be especially helpful when trying to locate particular applicants in a large pool.

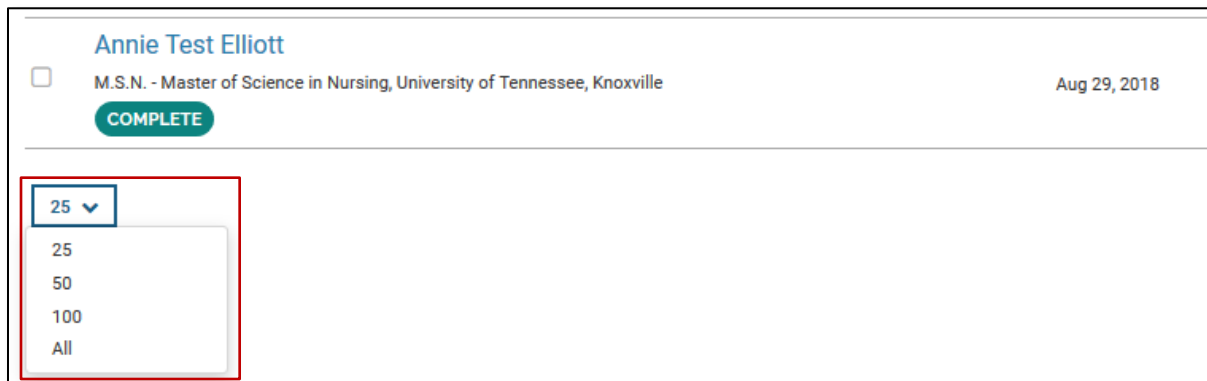
1. Enter a **keyword** in the search box.
2. Click the **magnifying glass**.
3. The **results** display and the search term appears above the list.



4. If you wish, click **Save** to save and name the view of the list filtered according to your search results.

### OTHER ORGANIZATIONAL TIPS

**Tip 1** – By default, the Applicant List displays 25 applications at a time. You can set the pagination to display 50, 100, 200 or all applications. Look to the bottom left of the page to set the number of applicants displayed at one time.



**Tip 2** – The changes you make to the filters, columns, searches and pagination will be remembered during your session. To save searches and filtered views of the list, click the **Save** button and give the current view a name so that you can return to that view during a subsequent session.

### FOR ADDITIONAL ASSISTANCE

**Technical Issues**

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

**Policies and Directives**

UFHR Recruitment & Staffing  
(352) 392-2477  
[Website](#)