


Evaluator's Guide to ByCommittee Faculty Search

If you are serving on a hiring committee that is using ByCommittee Faculty Search, you can easily review candidate materials and communicate with your colleagues via your Interfolio account. When you are assigned to a committee, an Administrator at your institution will invite you to ByCommittee via email.

 You can generate and download a PDF version of this article from the left sidebar of this page.

Activate your free account and log in to ByCommittee Faculty Search

 Once you activate your free account and log in, you will be able to access searches where you have been added as a committee member.

Interfolio University has invited you to join
ByCommittee Faculty Search.

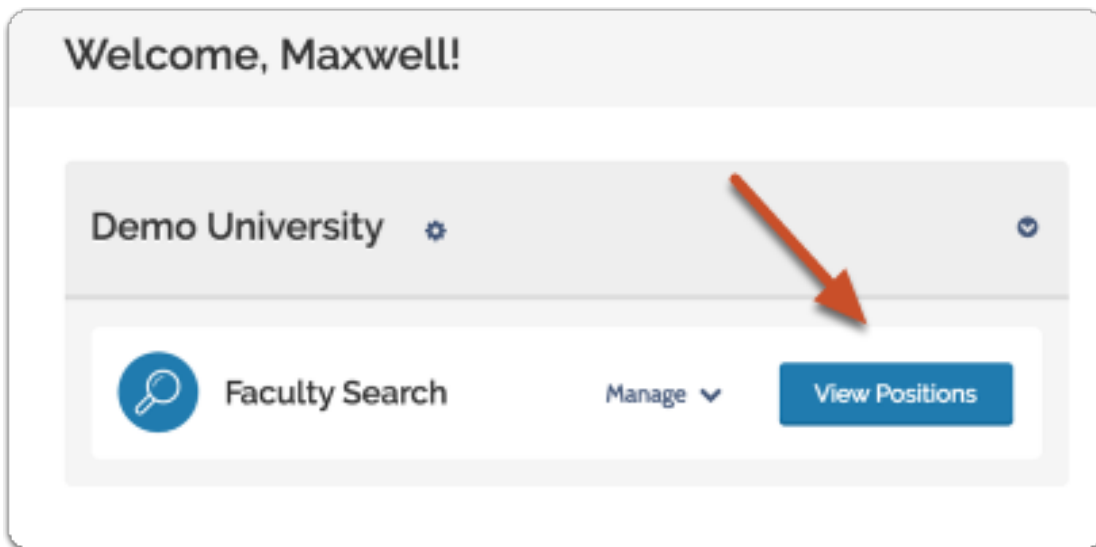
[ACTIVATE NOW](#)

This link will expire in 30 days. After 30 days, you can reactivate the account by [requesting a new password](#).

We're starting our search for a new Assistant Professor of Physics. Please let me know if you have any questions. Sincerely,
Department Administrator

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Click "View Positions" on your Faculty Search account dashboard



Positions are listed in a table that displays the position name, status, type, and open and close dates

The positions to which you have access will display in a table that lists:

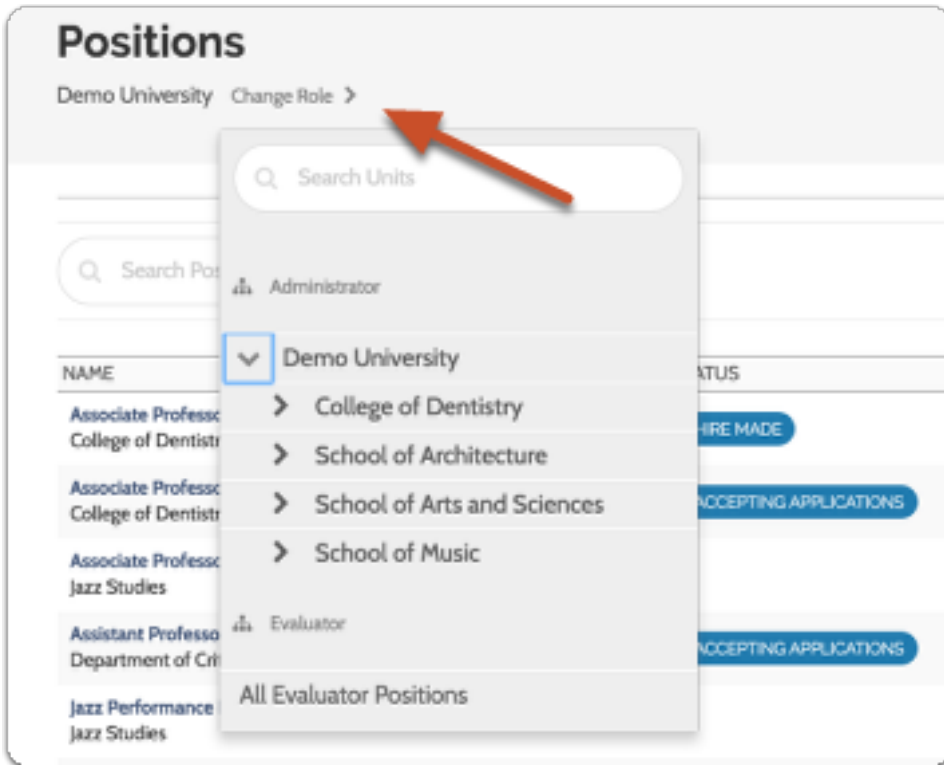
- The name of the position is generally the title of the position you are trying to fill such as "Associate Professor..."
- The position status describes the current state of the search, such as; Accepting Applications, Under Review, etc.
- The type of the position indicates if this is a search for faculty, staff, or fellowship recipients
- The open and close dates indicate when a position is open or closed to new applications
- The number of applications

The screenshot shows a table titled 'Positions' with the subtitle 'All Evaluator Positions'. The table has columns for Name, Status, Type, Opens, Closes, and Applications. There are two rows of data. The first row is for 'Associate Professor of Orthodontic Dentistry' with a status of 'INTERVIEWING FINALISTS', type 'Faculty', opens 'Jan 31, 2016', closes 'Aug 5, 2016', and 6 applications. The second row is for 'Associate Professor of Periodontics' with a status of 'ACCEPTING APPLICATIONS', type 'Faculty', opens 'May 10, 2016', closes 'Mar 17, 2017', and 0 applications.

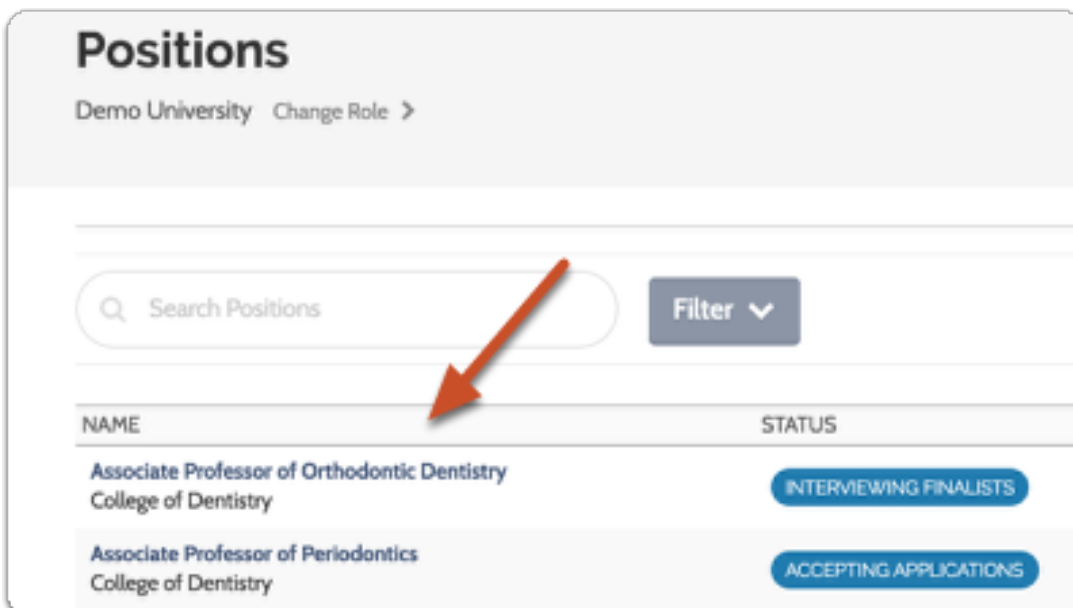
NAME	STATUS	TYPE	OPENS	CLOSES	APPLICATIONS
Associate Professor of Orthodontic Dentistry College of Dentistry	INTERVIEWING FINALISTS	Faculty	Jan 31, 2016	Aug 5, 2016	6
Associate Professor of Periodontics College of Dentistry	ACCEPTING APPLICATIONS	Faculty	May 10, 2016	Mar 17, 2017	0



If you don't see the position you are looking for, check to make sure you are viewing positions for the correct role using the "Change Role" button shown below.



Click the position title to access the applications for a position



The Applicant List:

- i** You will see the list of applicants for your position listed in a table. The position title and open and close dates appear at the top left of the page, the position status to the right.

The screenshot shows the top section of the applicant list interface. At the top left, the position title "Associate Professor of Orthodontic Dentistry" is displayed, along with "College of Dentistry" and the dates "Opens: Jan 31, 2016 | Closes: Mar 14, 2016". On the top right, there is a status button labeled "Accepting Applications" with a dropdown arrow. Below this, the "APPLICANTS (1 of 1)" section includes "Add" and "Filter" buttons, a "Keyword Search" input field, and "Saved Searches" and "Columns" dropdown menus. The main table has columns for "APPLICANT NAME", "DATE UPDATED", "LABELS", and "OVERALL RATING". A single applicant, Joshua Snow, is listed with details: "M.M. - Master of Music, Hott University", "Mar 15, 2016 at 12:00 AM", a "RESPONSE DUE 6/1" label, and a five-star rating. A "OFFER PENDING" button is visible below the applicant's name.

Viewing Application Materials from the Applicant List:

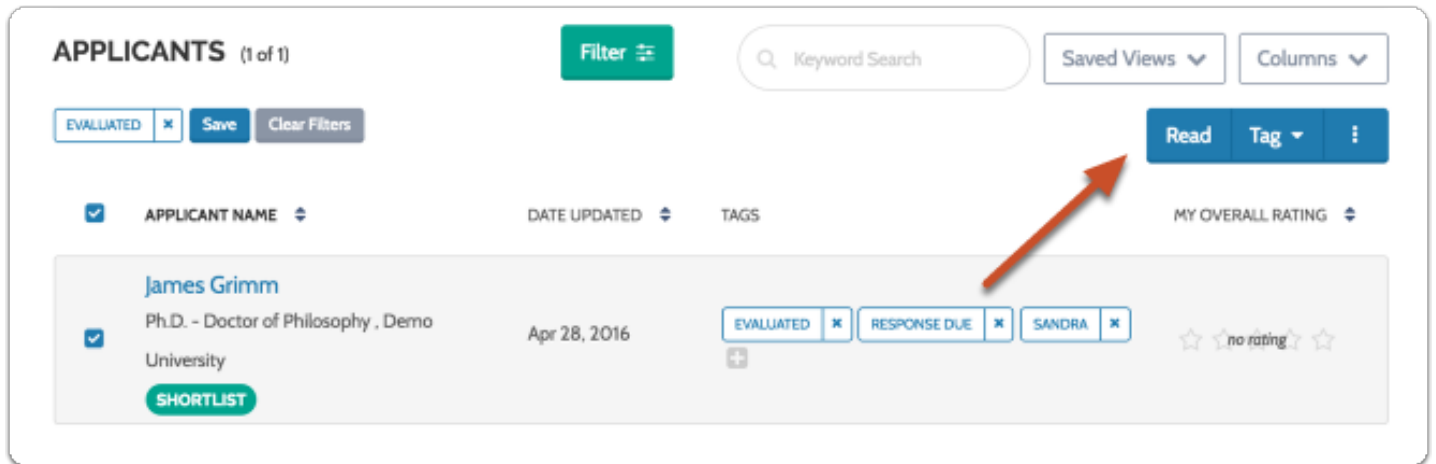
Select one or more applicants in the list for review

- i** Selecting a name or names from the list opens a new set of buttons on the page.

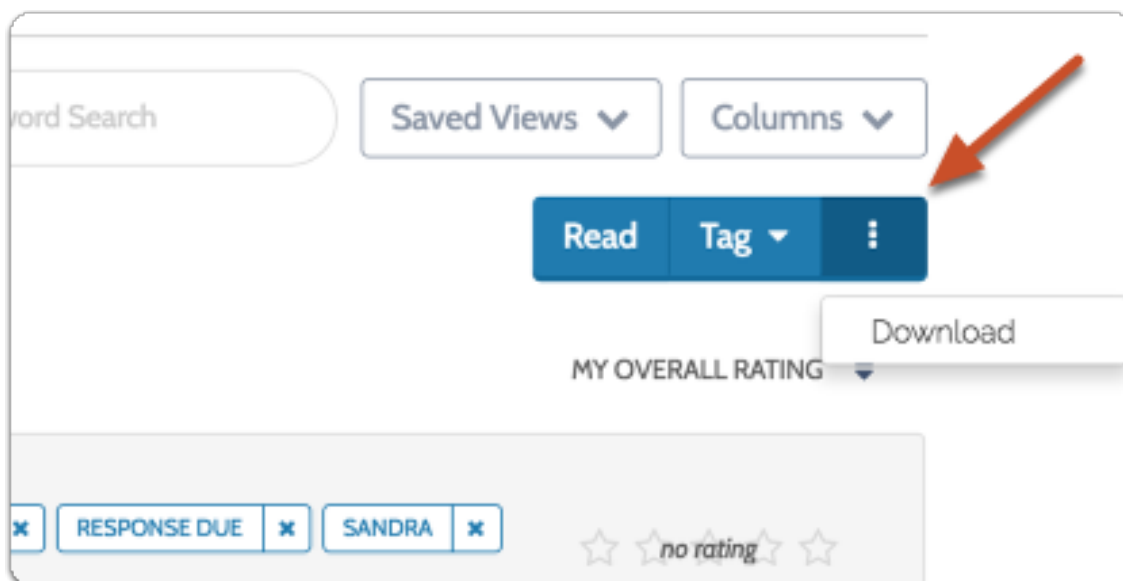
This screenshot shows the same applicant list interface but with a filter applied. The "APPLICANTS (1 of 1)" section now includes a "Filter" button and a "Keyword Search" input field. A filter bar at the top left shows "EVALUATED" with a dropdown arrow, a "Save" button, and a "Clear Filters" button. On the right side of the filter bar, there are "Read" and "Tag" buttons. The table columns are "APPLICANT NAME", "DATE UPDATED", "TAGS", and "MY OVERALL RATING". The applicant James Grimm is listed with details: "Ph.D. - Doctor of Philosophy, Demo", "Apr 28, 2016", and three tags: "EVALUATED", "RESPONSE DUE", and "SANDRA".

Click "Read" in the upper right corner of the page to view selected applications in your browser

Click "Read" in the upper right corner of the page to view selected applications using ByCommittee's Materials Viewer.



Click the "More Options" icon and select "Download" to save PDF copies of all selected applications



The Applicant Profile:

Click the name of an applicant to view that applicant's profile page

Associate Professor of Orthodontic Dentistry
College of Dentistry
Opens: Jan 31, 2016 | Closes: Mar 14, 2016

Accepting Applications

APPLICANTS (1 of 1) Add Filter

Keyword Search Saved Searches Columns

<input checked="" type="checkbox"/>	APPLICANT NAME	DATE UPDATED	LABELS	OVERALL RATING
<input type="checkbox"/>	Joshua Snow M.M. - Master of Music, Hott University OFFER PENDING	Mar 15, 2016 at 12:00 AM	RESPONSE DUE 6/1	★★★★★

From the profile page you can view and add tags to the application (if enabled), and access application materials

Bing Boland
Application for Associate Professor of Orthodontic Dentistry

Return to Application List Shortlist

Tags: DRAFT RESPONSE DUE

Documents INCOMPLETE Read

- Cover Letter
Cover Letter Oct 25, 2016
- CV
C.V. Oct 25, 2016
- Letter of Rec (Edwards)
Confidential Letter of Recommendation or Evaluation Oct 25, 2016

Requested Recommendations

- Recommendation from B Aiko
Confidential Letter of Recommendation or Evaluation Accepted Jan 9, 2017
- Recommendation from Rebecca Stone
Confidential Letter of Recommendation or Evaluation Received Jan 9, 2017

If enabled, you may be able to rate the applicant, and leave comments and notes on the application

The screenshot displays an application review interface. At the top, there are two recommendation cards: "Recommendation from B Aiko" (Accepted Jan 9, 2017) and "Recommendation from Rebecca Stone" (Received Jan 9, 2017). Below these is a "Ratings" section with a dropdown menu. The ratings are organized into two columns: "My Ratings" and "Committee Summary". The categories include Average, Teaching, Scholarship, and Research, each with a 5-star rating system. Below the ratings is a "Comments" section with an "Add Comment" button. A comment by Stephanie Bigsley from Jan 8, 2017, is visible, stating "This is a strong application." At the bottom, there is a "Notes" section with an "Add Note" button.

You can click "Read" to open the application in our materials viewer, or "Download" to save the application materials

The screenshot shows an application materials viewer interface. At the top, there is a "Documents" section with a dropdown menu. A red "INCOMPLETE" badge is visible next to the "Read" button. A red arrow points to the "Download" button. Below the documents, there are three items: "Cover Letter" (Cover Letter), "CV" (C.V.), and "Letter of Rec (Edwards)" (Confidential Letter of Recommendation or Evaluation). Each item has a date of "Oct 25, 2016" and a download icon. Below the documents, there is a "Requested Recommendations" section with two items: "Recommendation from B Aiko" (Accepted Jan 9, 2017) and "Recommendation from Rebecca Stone" (Received Jan 9, 2017).

Organizing the Applicant List:

Tagging Applications

If your institution allows it, you can add and create tags to attach to an application. Tags are bits of text you can use to help identify, sort, and mark applications.

1. With one or more applicants selected in the list, click the "Tag" button and select an existing tag or create a new one
2. By default, tags will appear listed in the applicant table (See below for instructions on configuring the columns displayed in the list)

The screenshot shows the 'APPLICANTS' interface with 1 of 1 applicant. At the top, there is a 'Filter' button, a 'Keyword Search' field, 'Saved Views', and 'Columns' options. Below this, there are buttons for 'EVALUATED', 'Save', and 'Clear Filters'. A 'Tag' dropdown menu is open, showing options: 'Response due', 'Sandra', 'Wrong Degree', 'Draft', 'Evaluated', and 'Add new tag'. A red circle with the number '1' is around the 'Tag' button. Below the menu, a table row for 'James Grimm' is visible, with a red circle with the number '2' around the 'TAGS' column. The tags for James Grimm are 'EVALUATED', 'RESPONSE DUE', and 'SANDRA'. There is also a 'SHORTLIST' button for this applicant.


Filtering the list of applicants

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, application status, tags, ratings, or completion status.

The screenshot shows the 'APPLICANTS' interface with 3 of 3 applicants. The 'Filter' button is highlighted with a red arrow. The filter panel is open, showing the following options:

- HIGHEST DEGREE EARNED:** Ph.D. - Doctor of Philosophy
- APPLICATION STATUS:** Shortlist
- TAGS:**
 - Response due
 - Sandra
 - Wrong Degree
 - Draft
 - Evaluated
- COMPLETE:**
- MY RATING:** ☆☆☆☆☆ no rating

At the bottom of the filter panel, there are buttons for 'RESPONSE DUE', 'Save', and 'Clear Filters'.

 The list will be filtered according to your settings and the filters will appear above the list.



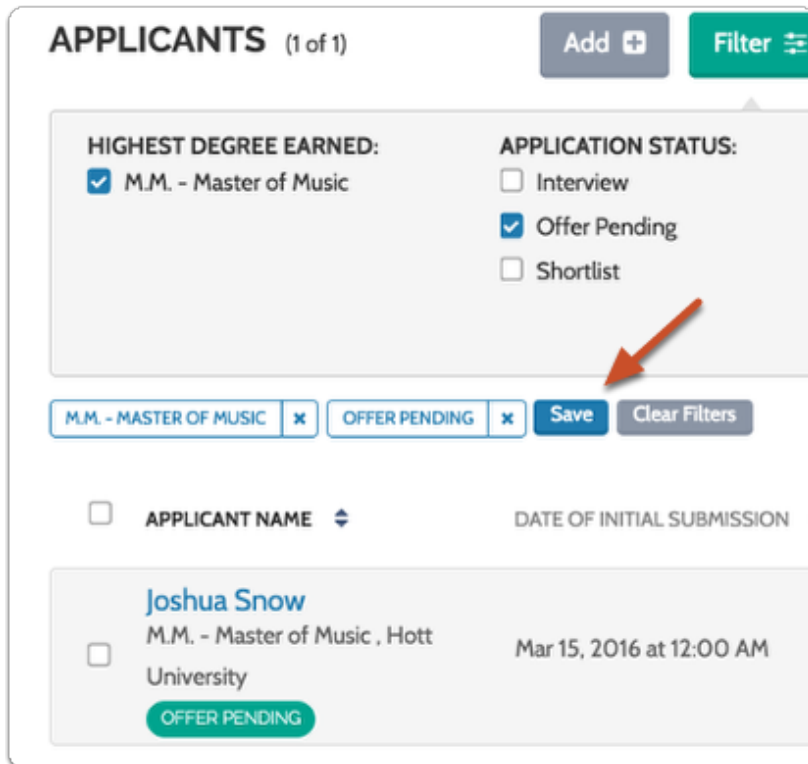
Note that you can easily remove the filters you add either one at a time, or by hitting the button tagged "Clear Filters."

The screenshot shows an interface for managing applicants. At the top left, it says "APPLICANTS (3 of 3)". To the right is a "Filter" button and a "Keyword Search" input field. Below these are three filter sections: "HIGHEST DEGREE EARNED:" with a checkbox for "Ph.D. - Doctor of Philosophy"; "APPLICATION STATUS:" with a checkbox for "Shortlist"; and "TAGS:" with checkboxes for "Response due" (checked), "Sandra" (checked), "Wrong Degree", "Draft", and "Evaluated". Below the filters is a row of buttons: "RESPONSE DUE" (with an 'x' to remove), "SANDRA" (with an 'x' to remove), "Save", and "Clear Filters" (highlighted with a red arrow). Below this is a table of applicants with columns for "APPLICANT NAME", "DATE UPDATED", and "TAGS".

<input checked="" type="checkbox"/>	APPLICANT NAME	DATE UPDATED	TAGS
<input type="checkbox"/>	Bing Boland SHORTLIST	Jun 30, 2016	DRAFT, RESPONSE DUE, WRONG DEGREE
<input type="checkbox"/>	James Grimm Ph.D. - Doctor of Philosophy , Demo University SHORTLIST	Apr 28, 2016	EVALUATED, RESPONSE DUE, S

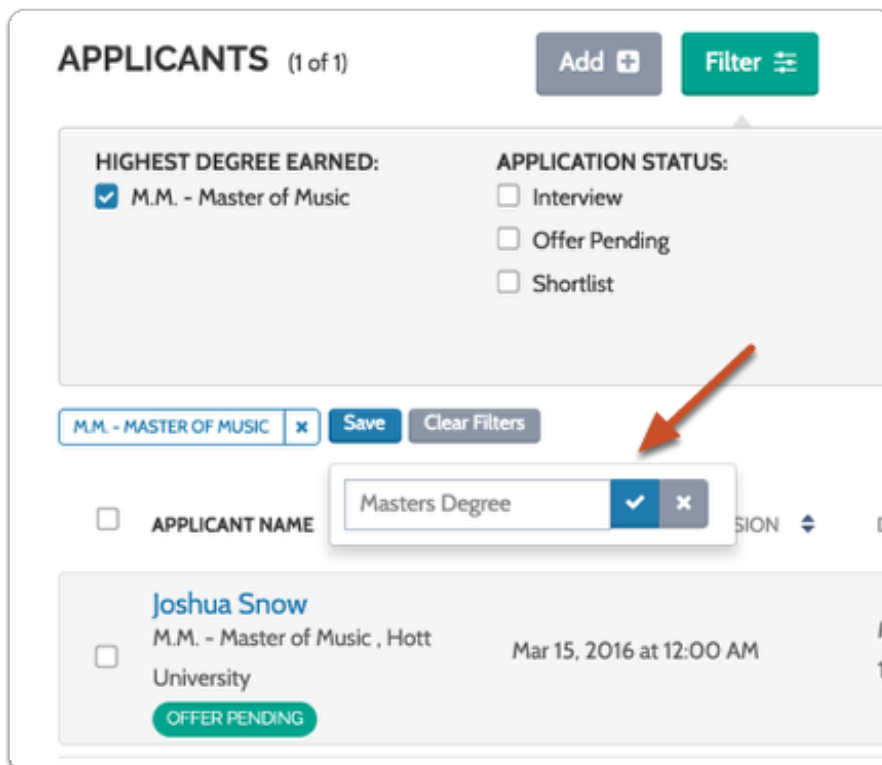
Saving views of the Applicant list

Click "Save"



The screenshot shows the 'APPLICANTS (1 of 1)' interface. At the top right are 'Add' and 'Filter' buttons. Below are two filter sections: 'HIGHEST DEGREE EARNED:' with a checked 'M.M. - Master of Music' option, and 'APPLICATION STATUS:' with checked 'Offer Pending' and unchecked 'Interview' and 'Shortlist' options. Below the filters are two filter tags: 'M.M. - MASTER OF MUSIC' and 'OFFER PENDING', followed by 'Save' and 'Clear Filters' buttons. A red arrow points to the 'Save' button. Below the filters is a table header with 'APPLICANT NAME' and 'DATE OF INITIAL SUBMISSION'. The first row shows 'Joshua Snow' with 'M.M. - Master of Music , Hott University' and 'Mar 15, 2016 at 12:00 AM'. A green 'OFFER PENDING' tag is at the bottom of the row.

Enter a name and click the check mark



The screenshot shows the 'APPLICANTS (1 of 1)' interface. At the top right are 'Add' and 'Filter' buttons. Below are two filter sections: 'HIGHEST DEGREE EARNED:' with a checked 'M.M. - Master of Music' option, and 'APPLICATION STATUS:' with unchecked 'Interview', 'Offer Pending', and 'Shortlist' options. Below the filters are two filter tags: 'M.M. - MASTER OF MUSIC' and 'Save' and 'Clear Filters' buttons. A red arrow points to a search input field containing 'Masters Degree' with a checkmark button and an 'x' button. Below the search field is a table header with 'APPLICANT NAME' and 'DATE OF INITIAL SUBMISSION'. The first row shows 'Joshua Snow' with 'M.M. - Master of Music , Hott University' and 'Mar 15, 2016 at 12:00 AM'. A green 'OFFER PENDING' tag is at the bottom of the row.


Click "Saved Views" (to the right of the page) to recall the view of the list using the filters you have set

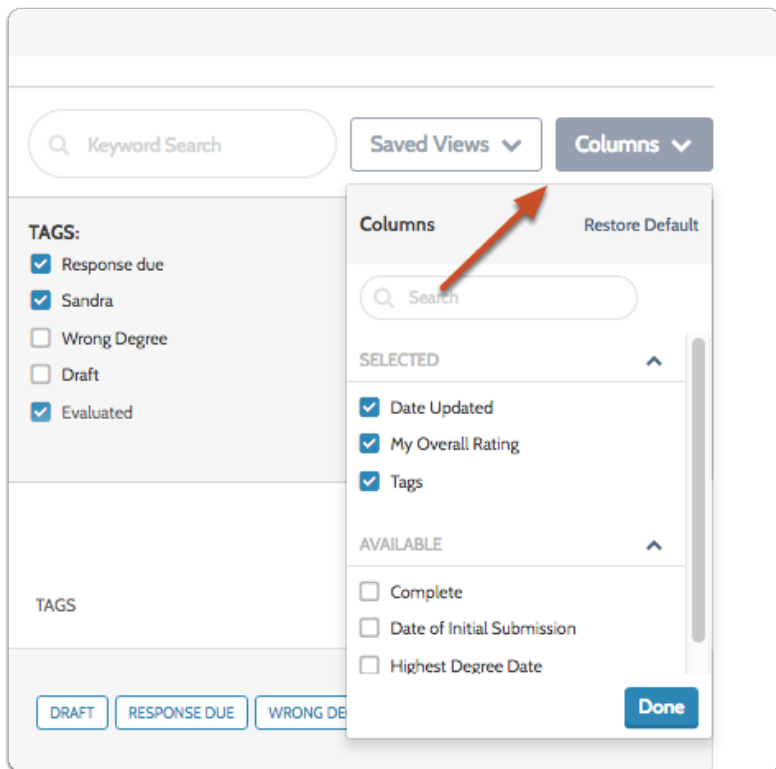
The screenshot shows the 'APPLICANTS' section with 3 of 3 items. It features a 'Filter' button, a 'Keyword Search' field, and a 'Saved Views' dropdown menu. The filters are set to 'HIGHEST DEGREE EARNED: Ph.D. - Doctor of Philosophy', 'APPLICATION STATUS: Shortlist', and 'TAGS: Response due, Sandra, Evaluated'. The 'Saved Views' dropdown menu is open, showing options like 'PhD', 'Response Due', and 'Evaluated by Sandy'. Below the filters, there are buttons for 'RESPONSE DUE', 'SANDRA', 'EVALUATED', 'Save', and 'Clear Filters'. The table below shows columns for 'APPLICANT NAME', 'DATE UPDATED', 'TAGS', and 'MY OVERALL RATING'. The first row shows 'Bing Boland' and 'Jun 30, 2016'.

Customizing the columns of information that display on your view of the applicant list:

Click the "Columns" button to the right of the page and select the columns of information you want to display

The default columns that will display are applicant name, date updated, tags, and overall average rating (if enabled). You can add columns for complete status, date submitted, highest degree earned and highest degree date, and your overall ratings. Note that you can restore the default columns at any time.

 You can also add answers to custom form questions as column headers in the display.



Searching the Applicant list and saving searches:

Enter a keyword in the box to search the list.

Associate Professor of Orthodontic Dentistry
 College of Dentistry
 Opens: Jan 31, 2016 | Closes: Jun 24, 2016

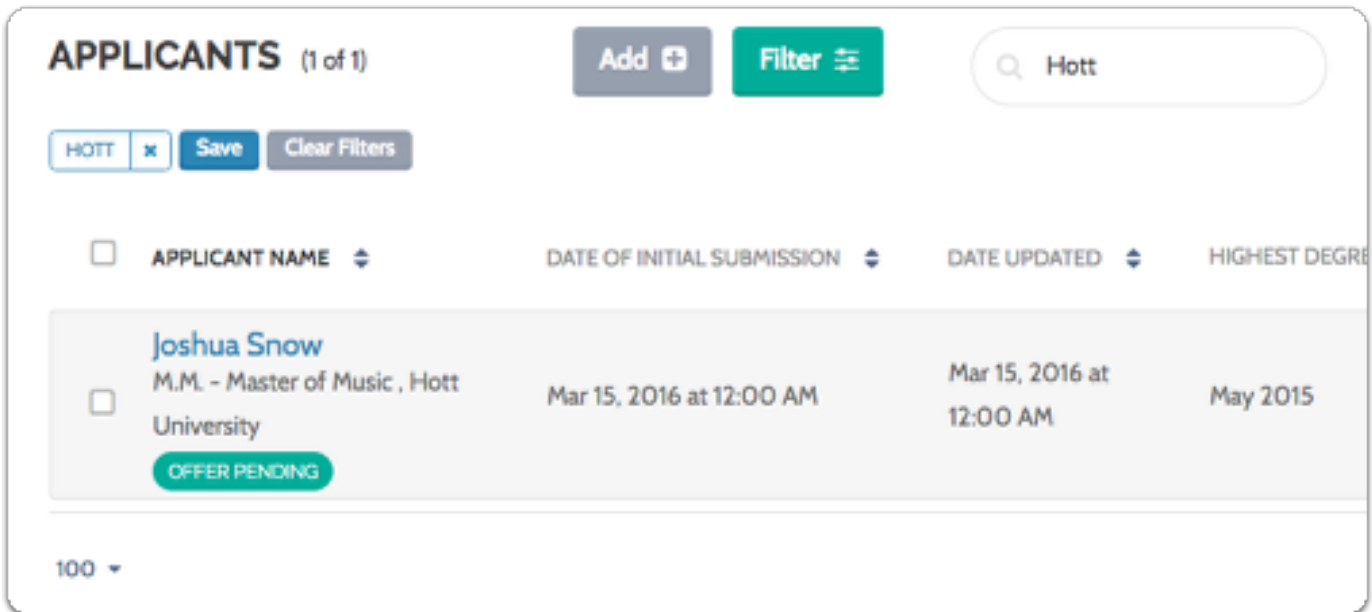
Accepting Applications

APPLICANTS (3 of 3) Add Filter Keyword Search Saved Views Columns

<input type="checkbox"/>	APPLICANT NAME	DATE OF INITIAL SUBMISSION	DATE UPDATED	HIGHEST DEGREE DATE	LABELS
<input type="checkbox"/>	Joshua Snow M.M. - Master of Music, Hott University	Mar 15, 2016 at 12:00 AM	Mar 15, 2016 at 12:00 AM	May 2015	RESPONSE DUE 6/1

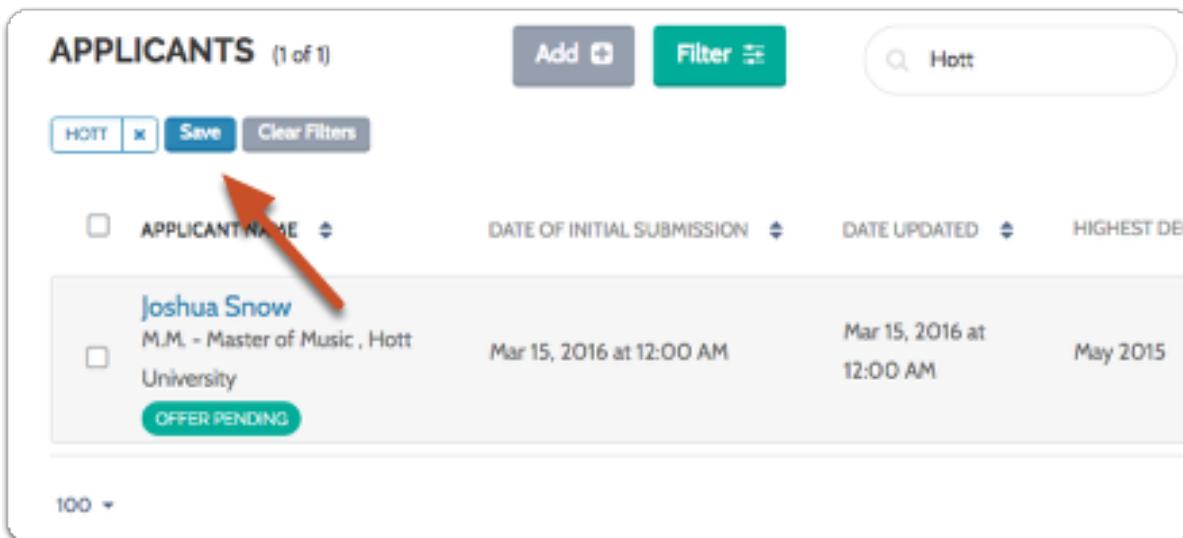
OFFER PENDING

The results display and the search term appears above the list



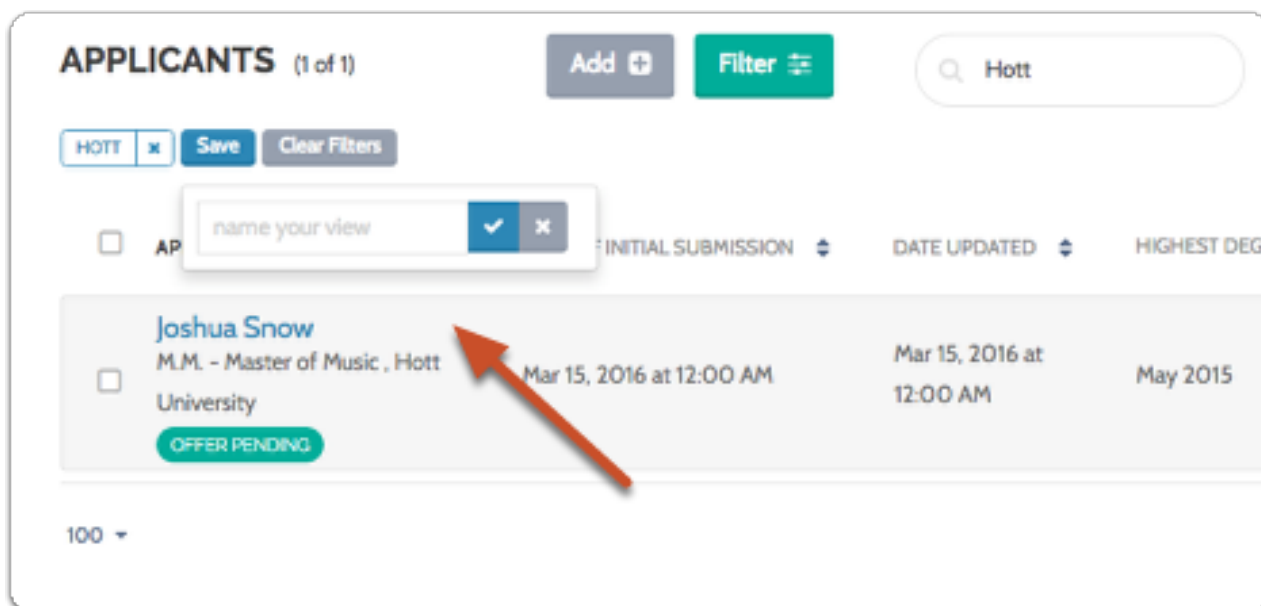
The screenshot shows a web interface for managing applicants. At the top, the title "APPLICANTS (1 of 1)" is displayed. To the right are "Add" and "Filter" buttons. A search bar contains the text "Hott". Below the search bar, there are filter controls: a "HOTT" tag with an "x" to remove it, a "Save" button, and a "Clear Filters" button. The main content is a table with columns: "APPLICANT NAME", "DATE OF INITIAL SUBMISSION", "DATE UPDATED", and "HIGHEST DEGREE". A single row is visible for "Joshua Snow", with details "M.M. - Master of Music, Hott University" and a status of "OFFER PENDING". The table also shows submission and update dates as "Mar 15, 2016 at 12:00 AM" and "May 2015". At the bottom left, a "100" dropdown menu is visible.

Click "Save" to save and name the view of the list filtered according to your search results

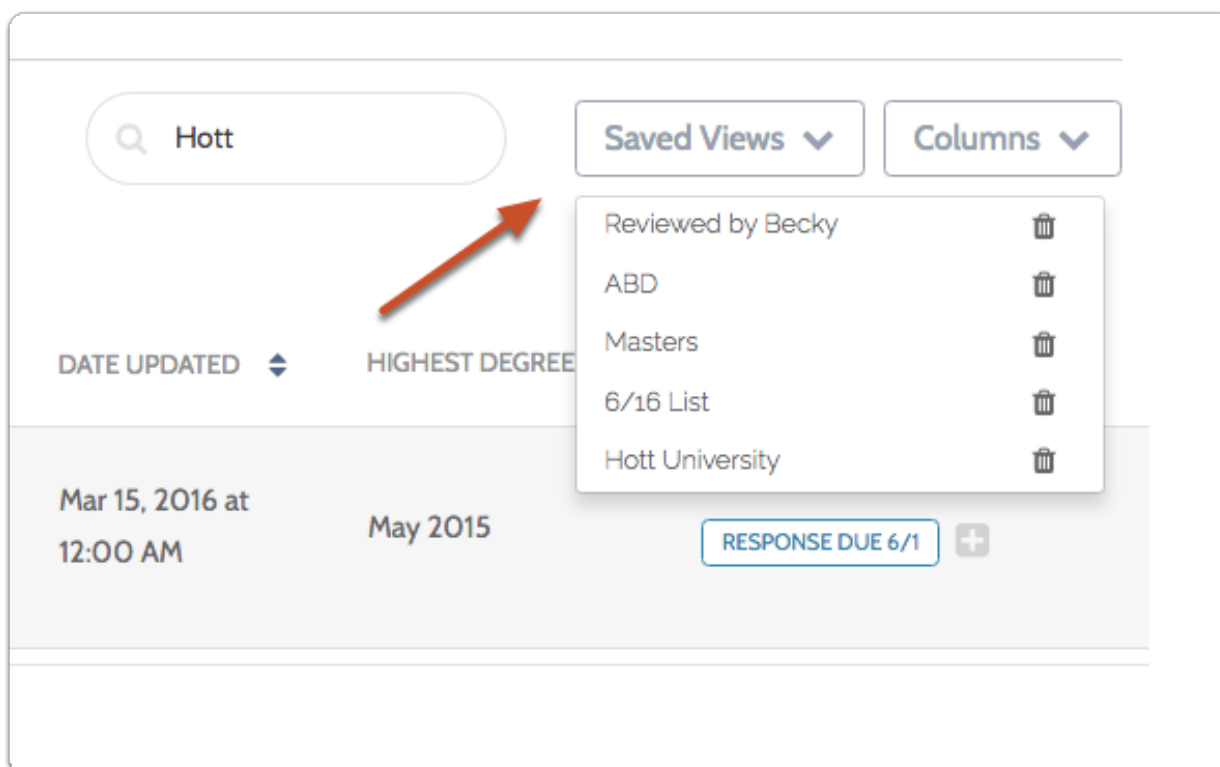


This screenshot is identical to the one above, but with a red arrow pointing to the "Save" button in the filter controls. The "Save" button is highlighted in blue, indicating it is the focus of the instruction.

Enter a name for your view and click the check to save it



Click "Saved Views" to the right of the page to recall the saved view of the list



Setting the pagination of the applicant list

i By default the list displays 25 applications at a time, but 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.



💡 Remember that changes you make to the filters, columns, searches and pagination will be remembered during your session. To save the searches and filtered views of the list, click the "Save" button and give the current view a name.