

<b>Interfolio Faculty Search User Role Capabilities</b>					
	Institutional Administrator (w/EEO access)	Administrator	Committee Manager	Evaluator	EEO Officer
<b><i>User Management and Administrative Settings</i></b>					
Add/edit and manage organizational units	TRUE	TRUE	FALSE	FALSE	FALSE
Add/edit and manage users	TRUE	TRUE	TRUE	FALSE	FALSE
Set user roles and permissions including granting user titles	TRUE	TRUE	FALSE	FALSE	FALSE
Add custom logo to the landing page of a position	TRUE	TRUE	FALSE	FALSE	FALSE
Add custom branding for an institution	TRUE	FALSE	FALSE	FALSE	FALSE
Assign titles to administrators in particular units	TRUE	TRUE	FALSE	FALSE	FALSE
<b><i>Positions</i></b>					
View list of positions	TRUE	TRUE	TRUE	TRUE	TRUE
Create new positions from scratch	TRUE	TRUE	TRUE	FALSE	FALSE
Create new positions based on a previously created position	TRUE	TRUE	TRUE	FALSE	FALSE
Create an open rank search	TRUE	TRUE	TRUE	FALSE	FALSE
Set position to an active and open status	TRUE	TRUE	TRUE	FALSE	FALSE
Close a position	TRUE	TRUE	TRUE	FALSE	FALSE
Record the outcome of a search	TRUE	TRUE	TRUE	FALSE	FALSE
Indicate if positions need to be approved before posting	TRUE	TRUE	FALSE	FALSE	FALSE
Approve positions for posting (IF assigned as the approver)	TRUE	TRUE	FALSE	FALSE	FALSE

Publish the landing page for a position	TRUE	TRUE	TRUE	FALSE	FALSE
Create and manage EEO statements	TRUE	TRUE	TRUE	FALSE	FALSE
Create evaluation criteria for a position	TRUE	TRUE	TRUE	FALSE	FALSE
Set up a search as a blind review	TRUE	TRUE	TRUE	FALSE	FALSE
Create/edit document requirements for a position	TRUE	TRUE	TRUE	FALSE	FALSE
Create form requirements for a position	TRUE	TRUE	TRUE	FALSE	FALSE
Assign/Unassign committee members to search committee	TRUE	TRUE	TRUE	FALSE	FALSE
Set default, institution-wide position statuses	TRUE	TRUE	FALSE	FALSE	FALSE
Edit and assign position statuses	TRUE	TRUE	TRUE	FALSE	FALSE
Create/edit and manage custom application forms	TRUE	TRUE	TRUE	FALSE	FALSE
Create and manage EEO forms	TRUE	TRUE	FALSE	FALSE	FALSE
Set position change notifications	TRUE	TRUE	TRUE	FALSE	FALSE
Create and manage automated notifications (messaging templates)	TRUE	TRUE	TRUE	FALSE	FALSE
View notifications	TRUE	TRUE	TRUE	TRUE	TRUE
View referral sources for a position	TRUE	TRUE	TRUE	FALSE	FALSE
Set up position approval for particular position types	TRUE	FALSE	FALSE	FALSE	FALSE
Approve assigned positions	TRUE	TRUE	FALSE	FALSE	FALSE
<b>Applications</b>					
View list of applicants for a position	TRUE	TRUE	TRUE	TRUE	TRUE
Customize the list view by adding custom columns to the list	TRUE	TRUE	TRUE	TRUE	TRUE

Create new columns using the answers to custom form questions (excluding EEO)	TRUE	TRUE	TRUE	TRUE	TRUE
Filter the list of applicants by degree, application status, rating, tags, and completion	TRUE	TRUE	TRUE	TRUE	TRUE
Save and restore customized views of the list including applied filters, keyword searches, columns, sort order, and pagination	TRUE	TRUE	TRUE	TRUE	TRUE
View applications	TRUE	TRUE	TRUE	TRUE	TRUE
Download applicant materials	TRUE	TRUE	TRUE	TRUE	TRUE
Set default, institution-wide application statuses	TRUE	TRUE	FALSE	FALSE	FALSE
Enable/disable comments and tagging on applications	TRUE	TRUE	FALSE	FALSE	FALSE
Send email messages to applicants	TRUE	TRUE	TRUE	FALSE	FALSE
Share applications by email	TRUE	TRUE	TRUE	FALSE	FALSE
Assign/change application statuses	TRUE	TRUE	TRUE	FALSE	FALSE
Archive/ unarchive applicant records	TRUE	TRUE	TRUE	FALSE	FALSE
Add new applicant records to the system (create an application on behalf of an applicant)	TRUE	TRUE	TRUE	FALSE	FALSE
Add materials to an application on behalf of an applicant	TRUE	TRUE	TRUE	FALSE	FALSE
Create and apply tags to applications	TRUE	TRUE	TRUE	TRUE	FALSE
Rate and comment on applications	TRUE	TRUE	TRUE	TRUE	FALSE
Annotate (add notes) to application materials and export your annotations	TRUE	TRUE	TRUE	TRUE	FALSE

<b>Reports &amp; Logs</b>					
Run standard reports	TRUE	TRUE	TRUE	FALSE	TRUE
Run EEO reports that include detailed and individual responses	TRUE	FALSE	FALSE	FALSE	TRUE
Run EEO reports including only response summaries, no individual responses	TRUE	TRUE	TRUE	FALSE	TRUE
Download Reports	TRUE	TRUE	TRUE	FALSE	TRUE
View / download summary of EEO responses	TRUE	TRUE	TRUE	FALSE	TRUE
Flag Positions for Potential EEO Issues	TRUE	FALSE	FALSE	FALSE	TRUE
View / download detailed EEO responses	TRUE	FALSE	FALSE	FALSE	TRUE
Report on the outcome of a search	TRUE	TRUE	TRUE	FALSE	FALSE
View System Logs	TRUE	TRUE	TRUE	FALSE	FALSE