Processing a Faculty Applicant Pool in Interview Exchange

Below are step by step instructions to process your search through Interview Exchange (IE). Click on the tabs below for instructions related to each topic. Contact Human Resources at 5-5934 with any additional questions.

LOG IN

MANAGE JOBS

TOOLBAR OPTIONS

PROCESSING APPLICANTS

CONTACTING THE APPLICANT

INCOMPLETE APPLICATION

NOTES FROM REVIEW TEAM

MOVING APPLICANTS TO FOLDERS

JOB SEEKERS

SUPPLEMENTAL APPLICANTS

REASONS FOR REJECTION/DISPOSITION CODE

INTERVIEW PROCESS- (Approval Required)

CHECKING REFERENCES

HIRING PROPOSAL- (Approval Required)

BACKGROUND CHECK and EPAF

FINAL DETAILS- MUST BE COMPLETED TO CLOSE JOB