Interfolio Faculty Search

1. **MY EVALUATORS SAY THEY ARE UNABLE TO VIEW THE APPLICANTS AND THEIR MATERIALS. WHY CAN'T THEY SEE THIS LIST?**

   If Evaluators can't see the applications for a position, check to make sure:

   a. They have been added to the search committee

   b. The position status allows Evaluators to review applications

   c. The position or application has not been archived

   Click **here** to view our help article with screenshots and step-by-step instructions.

2. **I WANT TO SEND AN EMAIL TO MULTIPLE APPLICANTS AT ONCE. CAN I DO THAT?**

   Yes, if you are a Committee Manager or Administrator in Interfolio Faculty Search. Here's how:

   a. Check the box next to at least one applicant. A blue **Email** button will appear at the top of the list of applicants.

   b. A window will appear with a blue question mark **(?)** icon at the top. Please click on that icon and view our email walkthrough tutorial which will tell you everything you need to know.

   Click **here** to view our help article with screenshots and step-by-step instructions.

3. **WHERE CAN I SEE A RECORD OF ALL THE EMAILS I'VE SENT TO MY APPLICANTS?**

   Users who have the role of Administrator or Committee Manager in Interfolio Faculty Search can view a record of emails sent through the system. If you have one of those roles and want to view a record of emails:

   a. Go to **Reports** in the navigation bar on the left side of your screen.

   b. Select the **Logs** tab at the top of the screen.

   c. Click the **System Logs** button and select **Messages Sent** from the dropdown.