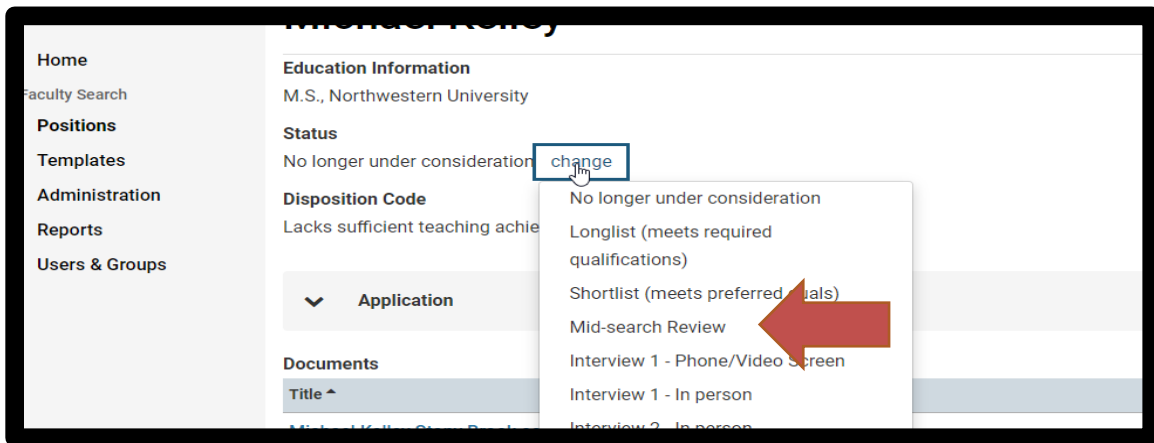


Interfolio Mid-search review process:

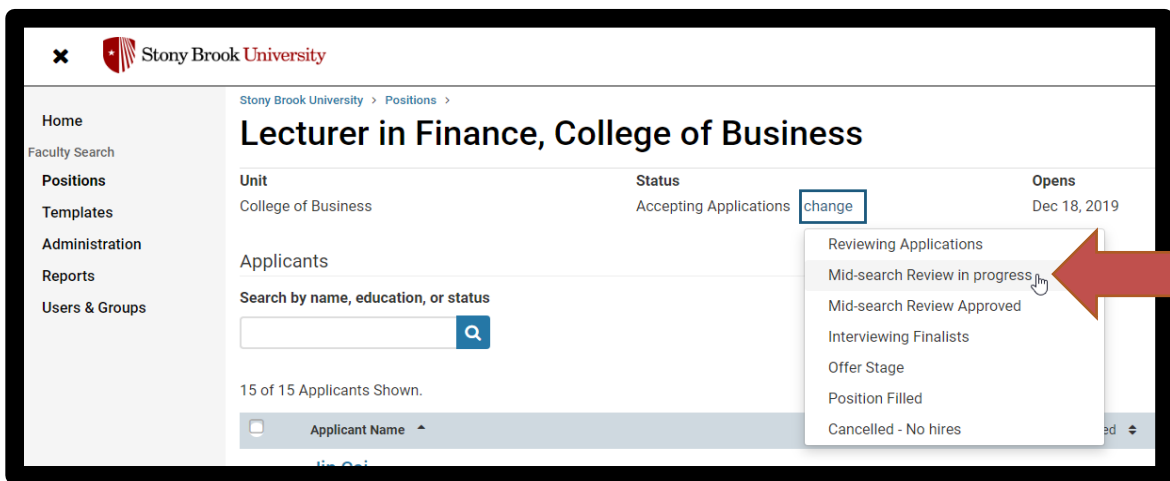
- Required for all West Campus positions
- Required for all SOM/HSC tenure track positions

After the search committee has reviewed all applications and is ready to move to the interview step of the hiring process, the following must be completed prior to a request for Mid-search review:

1. **Resume ratings** have been completed by search committee members in Interfolio FS, or a resume screening spreadsheet/document is attached to the "internal notes" section of the position in Interfolio FS for review.
2. Assign "**disposition codes**" for all candidates not moving to the next step in the hiring process.
3. Change "**Applicant status**" for ALL applicants to be considered for the next step, ie. an interview to **Mid-search review**.



4. Change the "**position status**" to **Mid-search Review in progress**.



5. Department Administrator/Committee Manager must contact/email VP Coordinator (VPC) with their Mid-search recommendations.
6. VPC will notify Office of Equity and Access(OEA)via email that the position is ready for mid-search review process:
 - a. The **subject line** of the email should have the Deans Area or Department Name and interfolio position number.
 - b. For example: **SOMAS mid-search review request for 55555**
 - c. Email should be addressed to:
lin.wutiedemann@stonybrook.edu; Antonio.Ferrantino@stonybrook.edu and marjolie.leonard@stonybrook.edu

OEA Mid-search review process:

Upon receipt of mid-search review request email:

1. OEA will perform mid-search review.
2. May contact VPC for clarification or if items 1 – 4 are incomplete.
3. Upon approval:
 - a. OEA will change the “**position status**” to **Mid-search Review Approved**.
 - b. Notify the VPC that the mid-search review has been approved by replying to VPC email (item 6) and adding to the subject line “SOMAS mid-search review request for 55555 has been approved”.

West Campus/Provost Area only:

Interfolio “Selection Approval” process:

Once a candidate has been selected by the Search Committee, the VPC or Department administrator will initiate **step 1** of the “Selection Approval Steps” process. Interfolio will generate notification and OEA will proceed to verify and confirm the mid-search process was completed and approved. Once verified, OEA will approve **step 2**, and the “**Selection Approval**” workflow will move to step 3 of the selection workflow and the workflow will continue to each area for final selection approval.

Please note: Since OEA is conducting the mid-search review, OEA will no longer approve the final selection. **Step 2 of the “**Selection Approval**” workflow is a verification step to ensure OEA has completed and approved the mid-search process described in this document.*