

Q&A: SUNY Oswego Online Search Management System: InterviewExchange

What is InterviewExchange?

SUNY Oswego is transitioning to an online management system that allows search applicants to upload materials for review by search committees. InterviewExchange (IE) accepts pdf, doc, xls and other file type documents. Applicant materials are placed in unique accounts assigned to individual applicants. Applicants are able to access their accounts to add/delete material prior to the closing of the application posting window specified by a search committee.

How do search committee members access IE?

Each search committee member is given a unique username and password that allows her/him to enter the system at any point during the search process from any computer connected to the Internet.

Aside from convenience, what value-added functionality does IE provide in the search process?

- 1) Search committees are able to view applicant materials online from any computer connected to the Internet.
- 2) The system has filtering and communication functionality that allows sorting of applications into folders labeled, say, 'short list,' 'okay, but not short list quality,' 'not qualified,' and so on.
- 3) Search committees can create filtering questions that applicants must answer before submitting materials. This feature can be used to sort applications or weed out unqualified applicants.
- 4) Search committee members can communicate with one another and/or with applicants using the system's functionality if they choose to do so. IE does not affect in any way prerogatives of search committees to establish their own procedures.

Does IE sell information about applicants or otherwise misuse submitted material?

No.

How do we know this system is secure?

(From 'policies' statement on IE Website) IE uses SSL encryption to protect sensitive information online. IE also protects user information offline. IE strives to protect the privacy of the information we process, and inadvertent disclosure is extremely unlikely. In the event of such an inadvertent disclosure, IE will take all commercially reasonable steps to limit and remedy the disclosure. However, we cannot guarantee that unauthorized third parties will never be able to defeat those procedures or use your personal information for improper purposes.

Can applications be printed out?

Yes. By selecting all applications in a particular folder, the entire set of files in the folder can be printed out in MS Word with one click. Any subset of that folder may also be printed out by selecting some of the files.

Who at SUNY Oswego can see files on the system?

Human Resources, members of the search committee, deans and other persons given access to a particular search posting. (Continued on back...)