

# JHU Interfolio Office Hours

## Supporting Faculty Search (FS) & Review, Promotion, and Tenure (RPT) Users

---

### Who Should Attend?

Beginner to intermediate level Interfolio users looking to deepen their understanding of the Faculty Search (FS) and Review, Promotion and Tenure (RPT) modules. Build your confidence with Interfolio. Get answers, explore features, and stay informed!



### Two Formats Available

#### 1. Drop-In Style Sessions

Interactive sessions focused on learning and Q&A

- Learn tips & tricks related to FS and RPT—topics will alternate monthly.
- Includes a brief intro, a focused walkthrough, followed by open Q&A and a chance to provide feedback. Bring your general Interfolio questions!
- When: First Tuesday of every month beginning at 11:30 AM
- Duration: Up to 1 hour
- RSVP: Email [Interfolio-Help@jh.edu](mailto:Interfolio-Help@jh.edu) for a calendar invite.

#### 2. Sign-Up Sessions (1:1 Format)

Tailored support for your specific Interfolio projects

- Designed for both FS and RPT users.
- Ideal for in depth conversations, troubleshooting, or project specific questions.
- When: Every Tuesday afternoon between 2–5 PM
- Sign Up: <https://calendly.com/smayo5-jh/30min>