Interfolio Committee Managers have the ability to download the AAIR reports in Interfolio.

Pulling AAIR Reports in Interfolio:

1. Log In
2. On the left side menu, click on Reports
3. On the Reports screen, click on Form Reports (third from the left, across the top)
4. Select School
5. Select Position
6. Select University of Washington Affirmative Action Information Request Form
7. Download the CSV
8. Save the CSV as an Excel file
9. Send the file to the Chair and school dean. This info will be incorporated into the search report and request for final candidate interviews.