



## Position Action: Position Closed

**Objective:** Applicant has accepted the job and signed an offer letter. It's time to close and archive the position.

**Step 1: Sign-in to Interfolio through** <u>*Gibson Online</u></u> Note: You can also log-in directly through Interfolio - <u>account.interfolio.com/sso</u>.</u>* 

Step 2: Navigate to "Positions" under "Faculty Search" in the left-hand menu.

Step 3: Find your desired position among those listed and click the position title (highlighted in blue).

Step 4: Find the applicant that you chose and confirm that the applicant status shows "Import to HCM".

Step 5: Navigate to "Position Action" top right corner and choose "Close position".

Step 6: Choose "Yes" an applicant was selected and click the "Add Applicant" button.

Step 7: Search for the name of the applicant that was hired and click on "Add". Note: If this position was used to hire multiple applicants, please add all applicants that were hired

Step 8: Click on "Close Position". The position is now archived.

#### Finished

For an illustrated version of these instructions, please continue through the rest of the document.





#### Step 1: Sign-in to Interfolio through Gibson Online

*Note: You can also log-in directly through Interfolio - <u>account.interfolio.com/sso</u>.* 

Gibsor	11 Home Student Staff Billing Phancial Aid
dministrative 35 (TAMS, HCM and E-IT)	Al-Campus Town Halt: Climate Survey Results + Discussion
Ineless Guest Access rgSymp ervices	All-Campus Town Hall: Climate Survey Results + Discussion An All-Campus Town Hall was held on Jan. 31 to present the results of the Campus Climate. You can watch the archived video here.
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nm Det rolmene Reporting gros Finance Reporting gros Student Reporting Guest eProcurement nota Wave	Tubers will rever ask you to 'com'm' your email account or pay rease. Tubers will never ask you to 'your password in an email. If you have received a mere sage asking you to login to a University system without prior involvage of that email, please forward it to socutry@Nutree.edu and we can assist in deter mining whether or not it is a legitmate message. For more information gets "Lavers" having Values and team about email security avai ness topics.

### Step 2: Navigate to "Positions" under "Faculty Search" in the left-hand menu.

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Step 3: Find your desired position among those listed and click the position title (highlighted in blue).

Home Faculty 180 Announcements & Help Account Access Administration	Tulane University > Positions Search for positions test			New Position
Faculty Search Positions Templates Administration	Type       All Types	Status All Statuses	Active or Closed?	~
Reports Users & Groups	Position - Adjunct Professor - Special Posting	Status 🗢	Application Information 🗢 1 applications	EEO Notes
Review, Promotion and Tenure Cases	Academic Affairs Test Environment   Faculty   ID:48488 Professor of Administration - Search Waiver Academic Affairs Test Environment   Faculty   ID:19728	Accepting Applications Accepting Applications	Opens: Jun 24, 2019 5 applications Open from: Apr 16, 2016 - Dec 14, 2018	Add
Templates Administration Reports Users & Groups	test - special posting Academic Affairs Test Environment   Faculty   ID:57290	-	<b>0</b> applications Opens: Dec 13, 2019	Add
	Test faculty position in CELT Center for Engaged Learning and Teaching   Faculty   ID:37557	Offer Made Waiting For Approval Step 1 of 1: Provost Candidate Approval	1 applications Opens: Sep 5, 2018	Add
	TEST POSITION - DO NOT POST Academic Affairs Test Environment   Faculty   ID:57278	 Waiting For Approval Step 2 of 2: Provost Office	1 applications Opens: Dec 12, 2019	Add

# Step 4: Find the applicant that you chose and confirm that the applicant status shows "Import to HCM".

Home Faculty 180 Announcements & Help Account Access Administration	DO NOT POST - Adjunct Faculty							
	Unit Academic Affairs Te	st Environment	Status Accepting Applications change	<b>Opens</b> Jun 24, 2019		Closes No date set		
Faculty Search	Applicants							
Positions Templates Administration	Search by name, education, or status           Q         Filter V         Saved Views V         Columns V							
Reports Users & Groups	1 of 1 Applicants Shown.							
	Applicant	Name 🕈	Date Updated	Applicant Status	Tags	My Overall Rating 🗢		
Review, Promotion and Tenure Cases	Joey Complet		Sep 29, 2020	Import to HCM	۵	☆☆☆☆☆		
Templates Administration Reports	25 🗸							





Step 5: Navigate to "Position Action" top right corner and choose "Close position".

Home Faculty 180 Announcements & Help Account Access Administration	DO NOT POST - Adjunct Faculty						
	Unit Academ	nic Affairs Test Environment	Status Accepting Applications change	<b>Opens</b> Jun 24, 2019		Closes No date set	Edit Position View committee View position activity Log
Faculty Search	Applic	ants					View position details
Positions Templates Administration	Search by name, education, or status					View referral sources Add new applicant Close position	
Reports Users & Groups	1 of 1 A	pplicants Shown.					
		Applicant Name	Date Updated 🇢	Applicant Status	Tags	My Overall Rating	
Review, Promotion and Tenure Cases Templates		Joey Couvillon Complete	Sep 29, 2020		0	☆ ☆ ☆ ☆ ☆	

Step 6: Choose "Yes" an applicant was selected and click the "Add Applicant" button.

X University	
Home	Tulane University > D0 NOT POST - Adjunct Faculty >
Faculty 180 Announcements & Help Account Access	Closing Position
	Was an applicant selected?
Administration 🗸	⊙ Yes
Faculty Search	○ No
Positions	Select Applicant(s)
Templates	You must select at least one applicant to continue.
Administration Reports	Add Applicant
Users & Groups	
Review, Promotion and Tenure	
Cases	
Templates	
Administration	
Reports	
Users & Groups	





Step 7: Search for the name of the applicant that was hired and click on "Add". Note: If this position was used to hire multiple applicants, please add all applicants that were hired

Add Selected	Applicant		×
Search for name or	email address		
	Q		
Name <sup>▲</sup>	Email 🗢	Status 🗢	Actions
Joey Couvillon	acouvil@tulane.edu		Add
			Close
			Close

Step 8: Click on "Close Position". The position is now archived.

Home Faculty 180 Announcements &	Closing Position						
Help Account Access	Was an applicant selected?						
Administration V Faculty Search	O No						
Positions Templates Administration	Select Applicant(s) C Add Applicant						
Reports	Name ^	Email 🗢	Status ≑	Actions			
Users & Groups	Joey Couvillon	acouvil@tulane.edu		Remove			
Review, Promotion and Tenure	Close Position Cancel						
Cases							
Templates							
Administration							
Reports							
Users & Groups							