



No Longer Accepting Applications: Changing Position Status to "Closed"

Objective: You no longer want to accept new applicants, you should change your position status to "closed". This "closes" the position on all of our job boards.

Step 1: Sign-in to Interfolio through <u>*Gibson Online</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: In the top menu under "Status" click on "Change" and choose "Position Closed".

Step 5: Click on "Confirm" in the pop-up confirmation box.

Step 6: The position "Status" should now say "Position Closed".

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>.

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dministrative	I nume outer oan onny natuernu AL Como a Tous Lidi: Climate Di any Dan Mais, Neo asion					
BS (TAMS, HCM and E-IT) Araiess Guest Access ArgSync ervices	Al-Campus Town Hall: Climate Survey Results + Discussion An 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.					
Imployee Self-Service Kronos Kronos for Timekeepers Carivas	2017 W-2					
Course Evaluations Splash Card Algior/Minor Certification	Register to receive your 2017 W-2 online through ADP					
	Banking Routing Soam					
Commencement Prolime Hosting Cognos Finance Reporting Sociaust eProcurement Service Wave	"Juline will never aik-you to 'confirm' your email account or pay raise. "Juline will never aik-you tory our password in an email. If you have received a mess sage aik-ray you to login to a University system without privi revolvedge of that email, beakes forward it to security@uline.edu and we can assist in deter mining whether or not it is a legitimate message. For more information goo "Julines Tauring Wave and learn about email socurity and other socurity aver ness topics."					
Resources						

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

1 Home - Interfolio	× +						- 0	×
← → C	o.com/15865	A N. T. M	line charact			The second second	☆ 🛪 🧿	
Apps Introduce International Apps Apps	My Tasks	View lab	Home - Gibson Uni	- monday - indox	Unveblue Catering	200m Video Conter.	Cortny Collins	~
Positions Templates Administration		O Unread Tasks			Re	O ad Tasks		
Reports Users & Groups	Title		Due Date					
Review, Promotion and Tenure Cases								
© 2020 Interfolio, Inc. Program Policies			Looks like y	you're all caught up.	Nice.			





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	Positions Search for positions test O Filter Clear Filters			New Position
Faculty Search Positions Templates Administration	Type All Types	Status All Statuses	Active or Closed?	~
Reports Users & Groups	Position 👻	Status 🗢	Application Information \$ 1 applications	EEO Notes
Review, Promotion and Tenure Cases Templates Administration Reports Users & Groups	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
	test - special posting Academic Affairs Test Environment Faculty ID:57290	-	0 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: In the top menu under "Status" click on "Change" and choose "Position

Closed".						
X Tulane University					Kady Weingart 🗸	
Home Faculty 180 Announcements &	Tulane University > Positions > DO NOT POST - Adjunct Faculty					
Help Account Access	Unit	Status	Opens		Closes	
Administration V	Academic Affairs Test Environment	Accepting Applications	change Jun 24	, 2019	No date set	
Faculty Search	Applicants		New			
Positions Templates	Search by name, education, or status		Applications			
	٩		Reviewing Applications		Filter ✔ Saved Views ✔ Columns ✔	
Reports			Position Closed / Reviewing			
Users & Groups	Applicant Name	Date Updated 🗢	Applications	Tags	My Overall Rating 🗢	
	No results returned by the selected filters.		Position Closed			
Review, Promotion and Tenure			Interviewing Finalists			
Cases			On-Campus Visits Scheduled			
Templates			Offer Made			
Administration			Search Waiver			
Users & Groups						





Step 5: Click on "Confirm" in the pop-up confirmation box.

Change Status	×
Please confirm you wish to change the status of this position WITH THIS STATUS ACTIVE:	on to Position Closed .
 Applicants cannot view this status. 	
 Application materials. Evaluators cannot review applications to this position. 	
□ Send a message to all applicants with this change	
	Confirm Cancel

Step 6: The position "Status" should now say "Position Closed".

DO NOT POST - Adjunct Faculty							
Applicants							
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