

<u>Updating Applicant Status</u> <u>"Import to HCM"</u>

Objective: Final applicant chosen and you are ready to make an offer. In order for that applicant and subsequent offer to be processed through HCM, you must change the applicant status to "Import to HCM". HCM will then import the applicant's information to the open position and you will be able to complete the offer process in HCM.

Step 1: Sign-in to Interfolio through Gibson Online

Note: You can also log-in directly through Interfolio - <u>account.interfolio.com/sso</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: Select the checkbox next to the appropriate applicant's name. A blue menu box will appear in the right-hand corner above the applicants list.

Step 5: Select the "Status" dropdown box and choose "Import to HCM".

Step 6: Click on "Save" in the pop-up confirmation box.

Step 7: Your applicant will now be imported to HCM same day if before 4:00 pm.

Finished

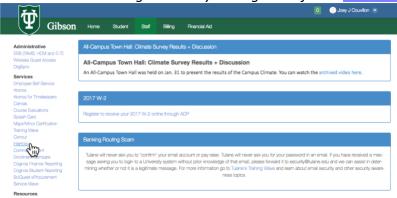
For an illustrated version of these instructions, please continue through the rest of the document.



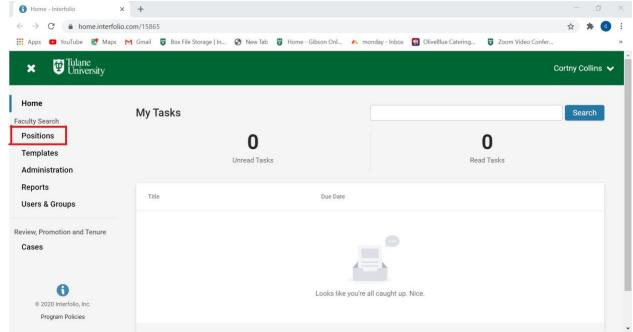


Step 1: Sign-in to Interfolio through Gibson Online

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



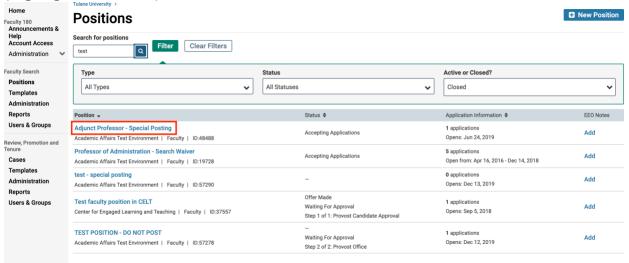
Step 2: Navigate to "Positions" under "Faculty Search" in the left-hand menu.



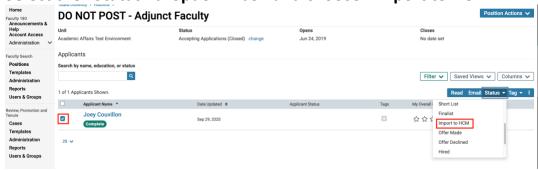




Step 3: Find your desired position among those listed and click the position title (highlighted in blue).



Step 4 and 5: Select the checkbox next to the appropriate applicant's name. A blue menu box will appear in the right-hand corner above the applicants list. Select the "Status" dropdown box and choose "Import to HCM".







Step 6: Click on "Save" in the pop-up confirmation box.



Step 7: Your applicant will now be imported to HCM same day if before 4:00 pm.

