INTERFOLIO FACULTY SEARCH
CLOSE A POSITION

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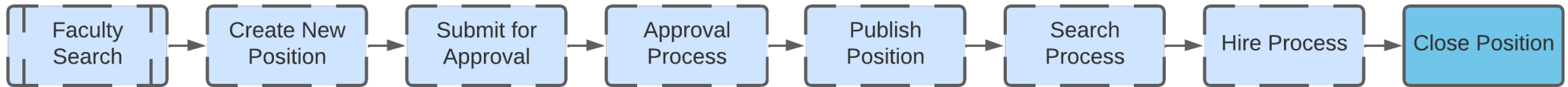# WHAT IS INTERFOLIO FACULTY SEARCH?

Interfolio Faculty Search is an online platform designed to streamline the faculty recruitment process for academic institutions. It offers a comprehensive suite of tools to manage job postings, collect applications, review candidate materials, and make hiring decisions.

Key Features include:

- Approval Process for a requested faculty position
- Job posting to multiple job boards
- Management of individual applications
- Secure request and review of confidential letters of recommendation
- Gather EEO data
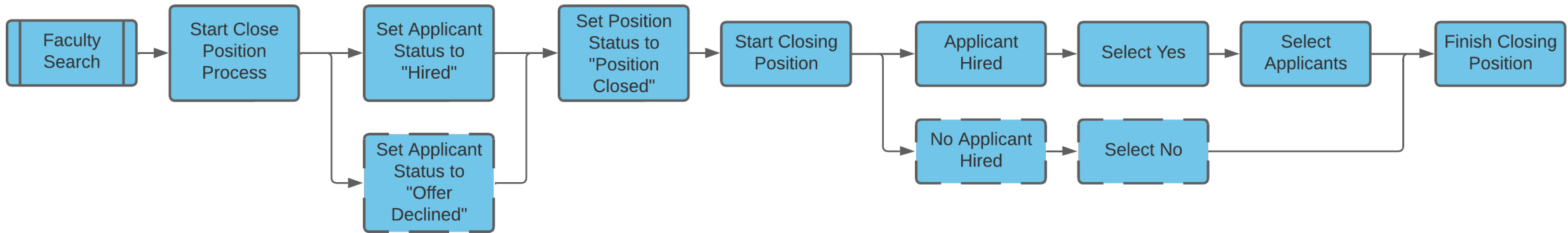- Committee review

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Faculty Search → Create New Position → Submit for Approval → Approval Process → Publish Position → Search Process → Hire Process → Close Position

This document focuses on the seventh step, "Close Position".

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More detail for each step in this process will be provided in the following pages.

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Status

Hired Change

Tags

⊕ Add

Status

Hired Change

Tags

⊕ A

| New |
| Acknowledged |
| Ready for review |
| Long List |
| Short List |
| Finalist |
| Import to HCM |
| Offer Made |
| Offer Declined |
| Hired |
| No Longer in Consideration |
| Withdrawn |
| Import to RPT (DO NOT USE) |
| Completed Transfer to RPT (DO NOT USE) |
| Remove Status |

Docum

Title ▲

CV

C.V.

Docume ⌄

Materia

Title ▲

You can update the Status of the individual Applicant as needed by clicking the Change link in the Status section.

If the Applicant accepted the offer, change their Status to "Hired".

If the Applicant declined the offer, change their Status to "Offer Declined".

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Status

Position Closed / Reviewing Applications   change

Opens
Dec 12, 2019

- Position Filled
- New
- Accepting Applications
- Accepting and Reviewing Applications
- Reviewing Applications
- Position Closed
- Interviewing Finalists
- On-Campus Visits Scheduled
- Offer Made
- Search Waiver

Date Updated ⑦ ⬍

12/12/2019 11:25 AM Eastern Time

Change Status

Please confirm you wish to change the status of this position to **Position Closed**.

WITH THIS STATUS ACTIVE:

- Applicants **cannot** view this status.
- Applicants **cannot** update their application materials.
- Evaluators **cannot** review applications to this position.

☐ Send a message to all applicants with this change

Confirm

You can update the Status of the Position as needed by clicking the Change link in the Status section.

Change the Status to Position Closed.

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UPDATING THE STATUS OF THE POSITION

Close the Position by clicking "Position Actions" and then choosing "Close Position".

If an Applicant was selected, choose on Yes and then choose the Applicant(s) from the available list.

If no Applicant was selected, choose No.

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Interfolio Faculty Search
Close a Position

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