

INTERFOLIO FACULTY SEARCH CLOSE A POSITION

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INTERFOLIO FACULTY SEARCH

CLOSE A POSITION

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WHAT IS INTERFOLIO FACULTY SEARCH?

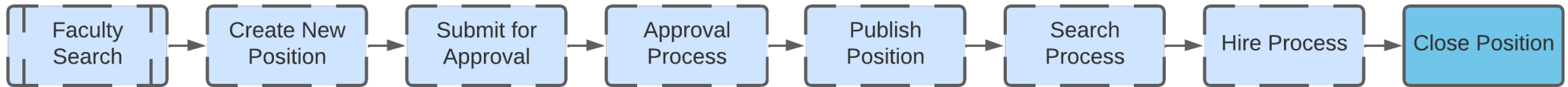
Interfolio Faculty Search is an online platform designed to streamline the faculty recruitment process for academic institutions. It offers a comprehensive suite of tools to manage job postings, collect applications, review candidate materials, and make hiring decisions.

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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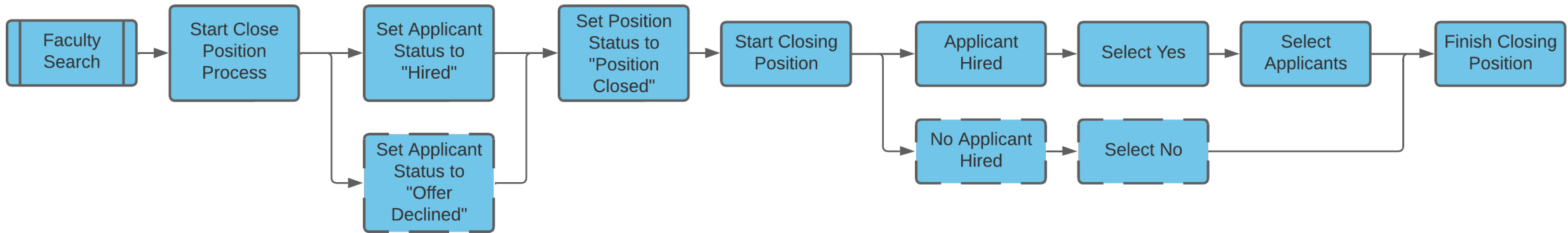
PROCESS OVERVIEW



This document focuses on the seventh step, “Close Position”.

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POSITION CLOSE PROCESS



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

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UPDATING AN APPLICANT'S STATUS

Status
Hired [Change](#)

Tags
[+](#) Add

Status
Hired [Change](#)

Tags
[+](#) Add

Documents
Title ^

CV
C.V.

Materials
Title ^

- 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- Withdrawn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

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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UPDATING THE STATUS OF THE POSITION

Status		Opens
Position Closed / Reviewing Applications	change	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 ? ↕
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

Position Actions ▾

- Edit Position
- View Committee
- View Position Activity Log
- View position details
- View Referral Sources
- Add New Applicant
- Close Position

Closing Position

Was an applicant selected?

- Yes
 No

Select Applicant(s)

[+ Add Applicant](#)

Name ↕	Email ↕	Status ↕	Actions
Jane Doe			Remove

Send Selection for Approval

Your institution has defined steps for review of the selected applicant(s) in order for the position to be closed. The approver(s) displayed below will receive a message asking them to review the position. You will receive an email once the position has been approved by all approvers. [View all approval steps](#)

Position

TEST POSITION - DO NOT POST

Send To

Step 1 of 2: Dean's Office

Personalize Message

Include a personal message to the members receiving access.

[Send](#)

[Cancel](#)

[Preview](#)

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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