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 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: 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.
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<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
<th>Application Information</th>
<th>EEO Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Professor - Special Posting</td>
<td>Accepting Applications</td>
<td>9 applications</td>
<td>Add</td>
</tr>
<tr>
<td>DO NOT POST - Adjunct Faculty</td>
<td>Offer Made</td>
<td>1 applications</td>
<td>Add</td>
</tr>
<tr>
<td>TEST POSITION - DO NOT POST</td>
<td>Waiting For Approval</td>
<td>1 applications</td>
<td>Add</td>
</tr>
</tbody>
</table>

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

1 of 1 Applicants Shown.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Date Updated</th>
<th>Applicant Status</th>
<th>Tags</th>
<th>My Overall Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jocey Couvillon</td>
<td>Sep 29, 2020</td>
<td>Import to HCM</td>
<td></td>
<td>☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆</td>
</tr>
</tbody>
</table>

Tulane University | Positions | New Position

Home | Faculty 180 | Announcements & Help | Account Access | Administration
Faculty Search | Positions | Templates | Administration | Reports
Users & Groups | Home | Faculty 180 | Announcements & Help | Account Access | Administration
Review, Promotion and Tenure | Cases | Templates | Administration | Reports
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