How to: Approve a Position

**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](https://account.interfolio.com/sso).
*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:** Review the Position Details, Applicant Review Details, and Internal Info.
*Note: If the position is a search waiver, also review the Advertising Settings.*

How to find the Advertising Settings:
1. Click “Position Actions” and select “Edit Position”
2. Scroll down to see “Advertising Settings” above “Required Documents”

**Step 5:** Click “Approve.”
*Note: If corrections are needed prior to approval, click “Send Back,” and choose the appropriate step. Once revisions are completed, and the position has been returned to you, click “Approve.”*

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**Finished**
*For an illustrated version of these instructions, please continue through the following pages.*
Step 1: Sign-in to Interfolio through **Gibson Online**
Note: You can also log-in directly through Interfolio - [account.interfolio.com/sso](http://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: Review the Position Details, Applicant Review Details, and Internal Info.

Position Details:
### Applicant Review Details:

![Applicant Review Details](image)

### Internal Information:

![Internal Information](image)
Note: If the position is a search waiver, also review the Advertising Settings.

How to find the Advertising Settings:
3. Click “Position Actions” and select “Edit Position”

4. Scroll down to see “Advertising Settings” above “Required Documents”
Step 5: Click “Approve.”

Note: If corrections are needed prior to approval, click “Send Back,” choose the appropriate step, and write a message explaining what needs to be fixed prior to approval. Once revisions are completed, and the position has been returned to you, click “Approve.”

Please see screenshot on the following page.
Send Position Back

Send the position back for additional information from the creator or a previous step. Please include a note about the changes needed to get the position approved.

Position
Professor of Practice in Public Administration

Send To *
Position Creator: Edna Hoff (ehoff@tulane.edu)

Personalize Message
Include a personal message to the members receiving access.

From Name
Joey Covillion

Reply to email address
acovill@tulane.edu

Subject *

Message *

Send Cancel Preview

Finished