

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.

1-Pager

Office of Academic Affairs & Provost



interfolio

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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).

Tulane University > Positions

Home Faculty 180 Announcements & Help Account Access Administration

Search for positions: test [Filter] [Clear Filters]

Type: All Types Status: All Statuses Active or Closed?: Closed

Position	Status	Application Information	EEO Notes
Adjunct Professor - Special Posting Academic Affairs Test Environment Faculty ID:48488	Accepting Applications	1 applications Opens: Jun 24, 2019	Add
Professor of Administration - Search Waiver Academic Affairs Test Environment Faculty ID:19728	Accepting Applications	5 applications Open from: Apr 16, 2016 - Dec 14, 2018	Add
test - special posting Academic Affairs Test Environment Faculty ID:57290	-	0 applications Opens: Dec 13, 2019	Add
Test faculty position in CELT Center for Engaged Learning and Teaching Faculty ID:37557	Offer Made Waiting For Approval Step 1 of 1: Provost Candidate Approval	1 applications Opens: Sep 5, 2018	Add
TEST POSITION - DO NOT POST Academic Affairs Test Environment Faculty ID:57278	- Waiting For Approval Step 2 of 2: Provost Office	1 applications Opens: Dec 12, 2019	Add

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

Tulane University > Positions > DO NOT POST - Adjunct Faculty

Home Faculty 180 Announcements & Help Account Access Administration

Unit: Academic Affairs Test Environment Status: Accepting Applications change Opens: Jun 24, 2019 Closes: No date set

Applicants

Search by name, education, or status: [Filter] [Saved Views] [Columns]

1 of 1 Applicants Shown.

Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input type="checkbox"/> Joey Couvillon Complete	Sep 29, 2020	Import to HCM		☆☆☆☆☆



Step 5: Navigate to “Position Action” top right corner and choose “Close position”.

Tulane University > Positions >
DO NOT POST - Adjunct Faculty

Unit	Status	Opens	Closes
Academic Affairs Test Environment	Accepting Applications change	Jun 24, 2019	No date set

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Search by name, education, or status

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Position Actions

- Edit Position
- View committee
- View position activity Log
- View position details
- View referral sources
- Add new applicant
- Close position**

Step 6: Choose “Yes” an applicant was selected and click the “Add Applicant” button.

Tulane University > DO NOT POST - Adjunct Faculty >
Closing Position

Was an applicant selected?

Yes

No

Select Applicant(s)

You must select at least one applicant to continue.

Add Applicant



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

Add Selected Applicant [X]

Search for name or email address

Name ^	Email ⇅	Status ⇅	Actions
Joey Couvillon	acouvil@tulane.edu		Add

[Close]

Step 8: Click on “Close Position”. The position is now archived.

Tulane University > DU ND1 POS1 - Adjunct Faculty >

Closing Position

Was an applicant selected?

Yes
 No

Select Applicant(s)

Name ^	Email ⇅	Status ⇅	Actions
Joey Couvillon	acouvil@tulane.edu		Remove

Close Position [Cancel]