# 1-Pager
## Office of Academic Affairs & Provost | interfolio

# 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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