

**No Longer Accepting Applications:  
Changing Position Status to “Closed”**

**Objective:** You no longer want to accept new applicants, you should change your position status to “closed”. This “closes” the position on all of our job boards.

**Step 1: Sign-in to Interfolio through [Gibson Online](#)**

*Note: You can also log-in directly through Interfolio - [account.interfolio.com/sso](https://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: In the top menu under “Status” click on “Change” and choose “Position Closed”.**

**Step 5: Click on “Confirm” in the pop-up confirmation box.**

**Step 6: The position “Status” should now say “Position Closed”.**

---

**Finished**

*For an illustrated version of these instructions, please continue through the rest of the document.*

# 1-Pager

Office of Academic Affairs & Provost



interfolio

## Step 1: Sign-in to Interfolio through [Gibson Online](#)

Note: You can also log-in directly through Interfolio - [account.interfolio.com/sso](https://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).**

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

**Step 4: In the top menu under “Status” click on “Change” and choose “Position Closed”.**

DO NOT POST - Adjunct Faculty

| Unit                              | Status  | Opens        | Closes      |
|-----------------------------------|---|--------------|-------------|
| Academic Affairs Test Environment | Accepting Applications <a href="#">change</a> | Jun 24, 2019 | No date set |

Applicants

Search by name, education, or status

No results returned by the selected filters.

- New
- Accepting and Reviewing Applications
- Reviewing Applications
- Position Closed / Reviewing Applications
- Position Closed**
- Interviewing Finalists
- On-Campus Visits Scheduled
- Offer Made
- Search Waiver



**Step 5: Click on “Confirm” in the pop-up confirmation box.**

### 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** **Cancel**

**Step 6: The position “Status” should now say “Position Closed”.**

Tulane University > Positions >

## DO NOT POST - Adjunct Faculty Position Actions

| Unit                              | Status  | Opens        | Closes      |
|-----------------------------------|---|--------------|-------------|
| Academic Affairs Test Environment | Position Closed (Closed) <a href="#">change</a> | Jun 24, 2019 | No date set |

### Applicants

Search by name, education, or status

[Filter](#) [Saved Views](#) [Columns](#)

1 of 1 Applicants Shown.

| <input type="checkbox"/> | Applicant Name  | Date Updated | Applicant Status | Tags                     | My Overall Rating |
|--------------------------|---|--------------|------------------|--------------------------|-------------------|
| <input type="checkbox"/> | <a href="#">Joey Couvillon</a><br><span>Complete</span> | Sep 29, 2020 |                  | <input type="checkbox"/> | ☆☆☆☆☆             |

25