

## **Updating Applicant Status** **“Import to HCM”**

**Objective:** Final applicant chosen and you are ready to make an offer. In order for that applicant and subsequent offer to be processed through HCM, you must change the applicant status to “Import to HCM”. HCM will then import the applicant’s information to the open position and you will be able to complete the offer process in HCM.

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

*Note: You can also log-in directly through Interfolio - [account.interfolio.com/ss0](https://account.interfolio.com/ss0).*

**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: Select the checkbox next to the appropriate applicant’s name. A blue menu box will appear in the right-hand corner above the applicants list.**

**Step 5: Select the “Status” dropdown box and choose “Import to HCM”.**

**Step 6: Click on “Save” in the pop-up confirmation box.**

**Step 7: Your applicant will now be imported to HCM same day if before 4:00 pm.**

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### **Finished**

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

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Office of Academic Affairs & Provost



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## 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).**

**Positions** New Position

Search for positions:  Filter Clear Filters

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

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

**Step 4 and 5: Select the checkbox next to the appropriate applicant's name. A blue menu box will appear in the right-hand corner above the applicants list. Select the "Status" dropdown box and choose "Import to HCM".**

**DO NOT POST - Adjunct Faculty** Position Actions

Unit: Academic Affairs Test Environment | Status: Accepting Applications (Closed) [change](#) | Opens: Jun 24, 2019 | Closes: No date set

Applicants: Search by name, education, or status

1 of 1 Applicants Shown.

Applicant Name	Date Updated	Applicant Status	Tags	My Overall	Short List
<input checked="" type="checkbox"/> <b>Joey Couvillon</b> <span>Complete</span>	Sep 29, 2020			☆ ☆ ☆	Finalist <b>Import to HCM</b> Offer Made Offer Declined Hired

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**Step 6: Click on “Save” in the pop-up confirmation box.**

**Change Status** ✕

Please confirm you wish to change the status of the selected applications to **Import to HCM**.

With this status active:

- Applicants **cannot** view this status.
- Applicants **cannot** update their application materials.

Send message to selected applicants with this change.

**Step 7: Your applicant will now be imported to HCM same day if before 4:00 pm.**

Tulane University > Positions >

**DO NOT POST - Adjunct Faculty** Position Actions

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

1 of 1 Applicants Shown.

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

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