1-Pager
Office of Academic Affairs & Provost | interfolio

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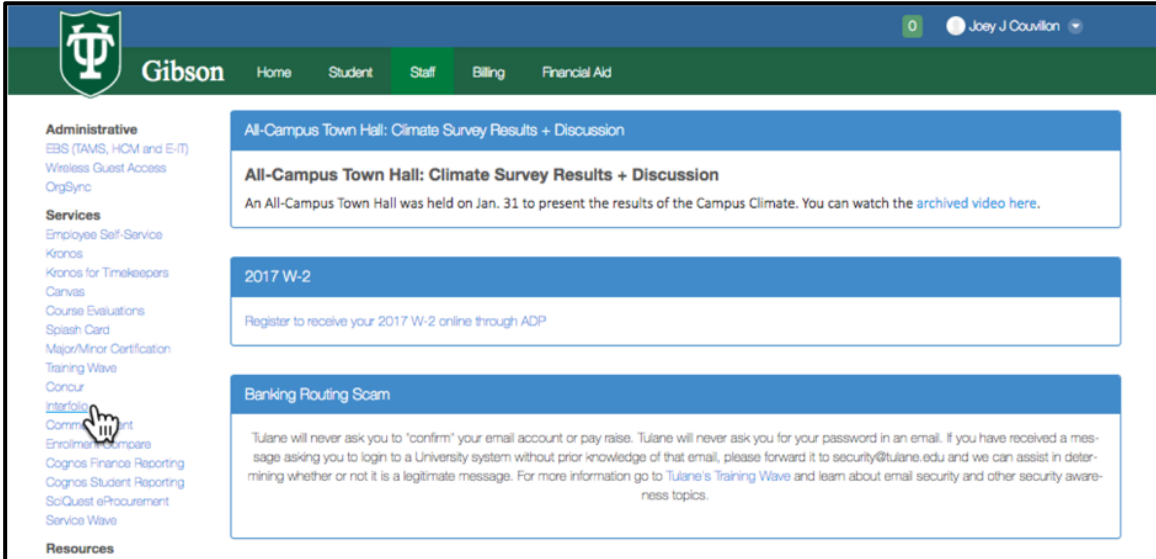
Step 5: Click "Approve."
Note: If corrections are needed prior to approval, click "Send Back," and choose the appropriate step. Once revisions are completed, and the position has been returned to you, click "Approve."
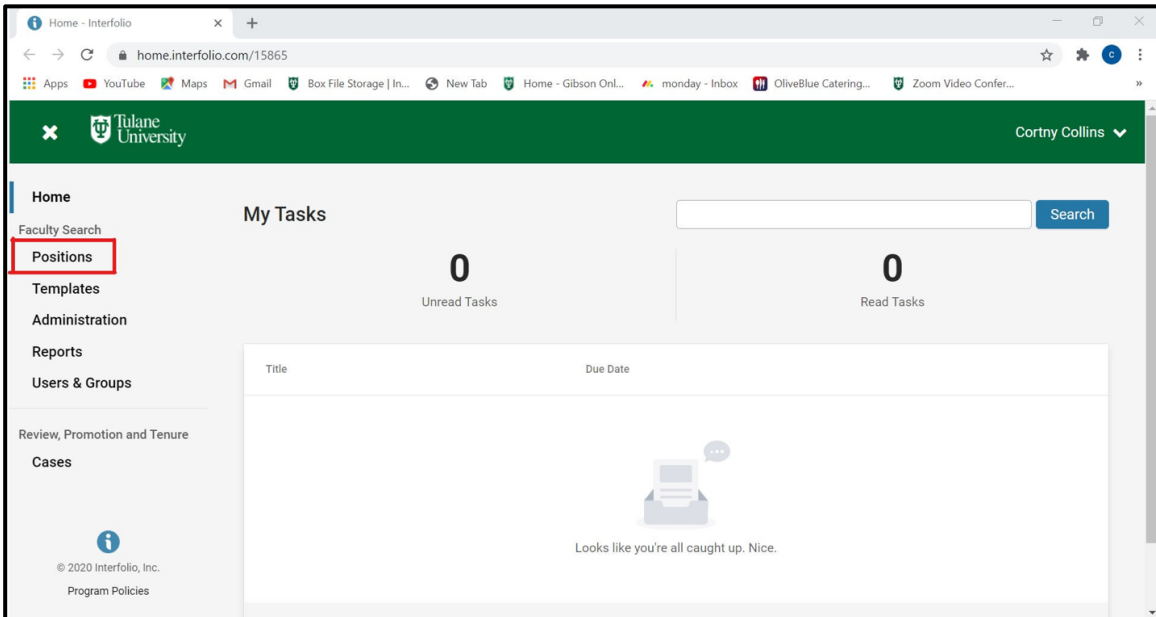

Finished
For an illustrated version of these instructions, please continue through the following pages.

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Position Details:

Applicant Review Details:

Internal Information:

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."

Pleases see screenshot on the following page.

Finished