



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.”

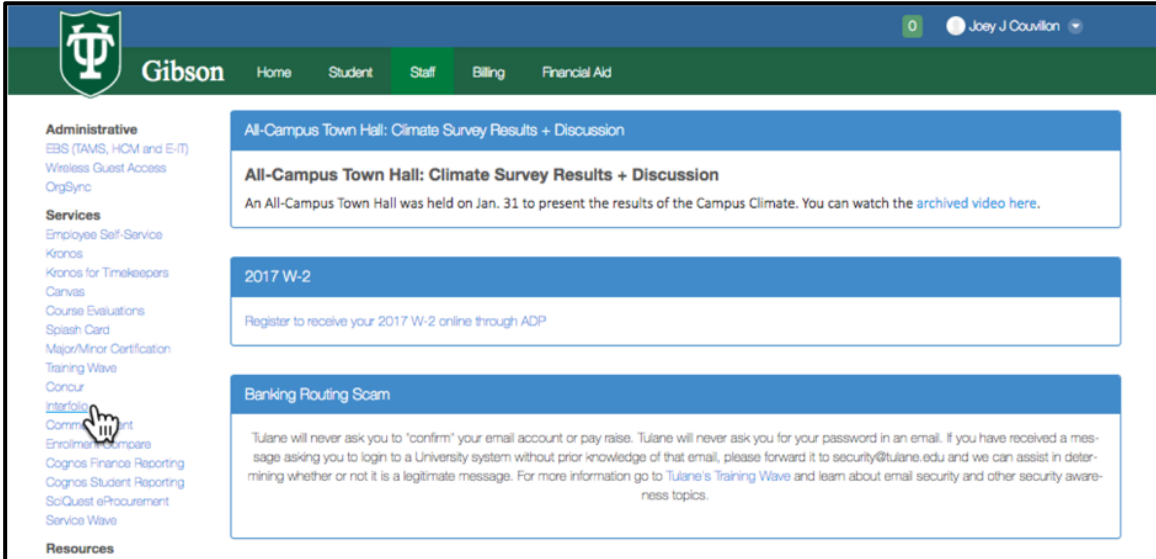
Note: If corrections are needed prior to approval, click “Send Back,” and choose the appropriate step. Once revisions are completed, and the position has been returned to you, click “Approve.”

Finished

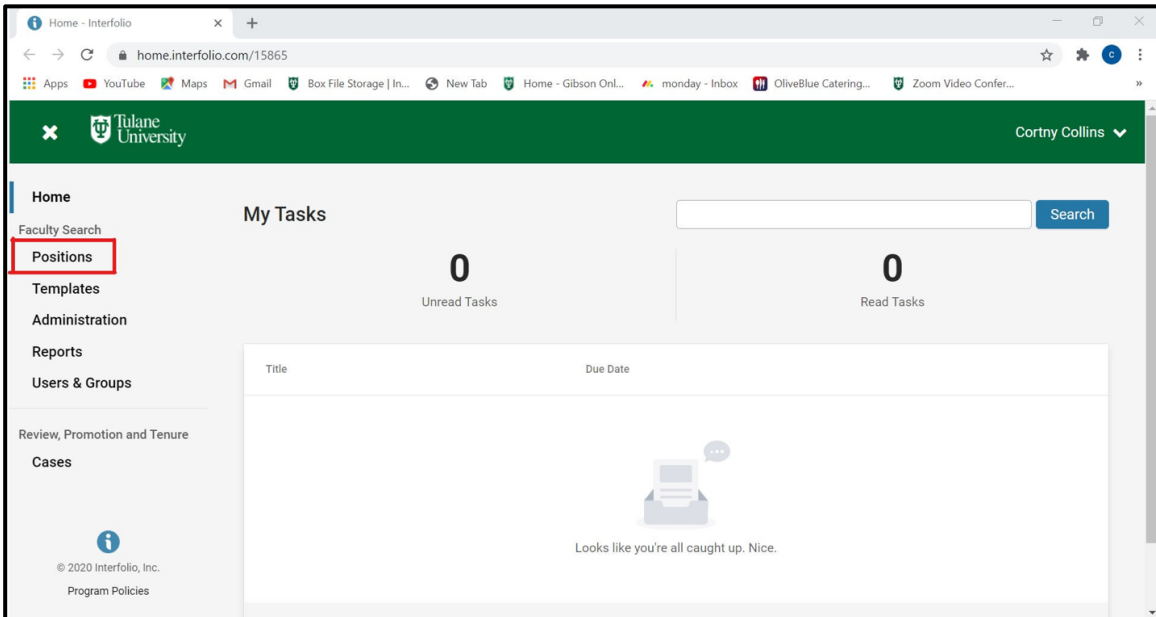
For an illustrated version of these instructions, please continue through the following pages.

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).

The screenshot shows the 'Positions' search results page on the Tulane University system. The search criteria are 'test'. The results table is as follows:

Position	Status	Application Information	EEO Notes
Adjunct Professor - Special Posting	Accepting Applications	1 applications Opens: Jun 24, 2019	Add
Professor of Administration - Search Waiver	Accepting Applications	5 applications Open from: Apr 16, 2016 - Dec 14, 2018	Add
test - special posting	—	0 applications Opens: Dec 13, 2019	Add
Test faculty position in CELT	Offer Made Waiting For Approval Step 1 of 1: Provost Candidate Approval	1 applications Opens: Sep 5, 2018	Add
TEST POSITION - DO NOT POST	— Waiting For Approval Step 2 of 2: Provost Office	1 applications Opens: Dec 12, 2019	Add

Step 4: Review the Position Details, Applicant Review Details, and Internal Info.
Position Details:

The screenshot shows the 'Position Details' page for the 'Professor of Practice in Public Administration' position. The current step is 'Step 2 of 5: Provost'. The position is currently assigned to Robin Forman (rforman@tulane.edu). The details are as follows:

Field	Value
Unit	School of Professional Advancement
Position Type	Faculty
Location	New Orleans, LA
URL	http://apply.interfolio.com/103061 Use the URL to announce your opening online. The position can be published once it is approved.
Open Date	Feb 27, 2022
Close Date	Apr 17, 2022
Description	

Applicant Review Details:

The screenshot displays the 'Applicant Review Details' page for a 'Professor of Practice in Public Administration' position. The page is part of the Tulane University HR system, with a user 'Joey Couvillon' logged in. The current step is 'Step 2 of 5: Provost', and the position is currently assigned to Robin Forman (rforman@tulane.edu). The page is divided into three tabs: 'Position Details', 'Applicant Review Details' (which is active), and 'Internal Information'. Under 'Applicant Review Details', there are two sections: 'Required Documents' and 'Required Forms'. The 'Required Documents' section contains a table with the following data:

Document Type	Number Required
C.V.	1
Cover Letter	1
Personal Statement	1

The 'Required Forms' section lists one form: 'Candidate Additional Information Form'. There are 'Send back' and 'Approve' buttons at the top right, and an 'Edit' button for each section.

Internal Information:

The screenshot displays the 'Internal Information' page for the same 'Professor of Practice in Public Administration' position. The current step is 'Step 2 of 5: Provost', and the position is assigned to Robin Forman. The 'Internal Information' tab is active, showing the following details:

- Position ID or Requisition Number:** IRC15605
- Rank:** Professor of Practice
- Title:** -
- Discipline:** Public Administration
- Position Term:** 12 months
- Anticipated Start Date:** Jul 1, 2022
- Salary Range/Pay Grade:** -

An 'Edit' button is located at the top right of the internal information section.

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"

The screenshot shows the Tulane University HR system interface. The top navigation bar includes the Tulane University logo and the user name 'Joey Couvillon'. The main content area displays the position title 'Assistant Professor, History - DO NOT POST'. Below the title, there are fields for 'Unit' (Academic Affairs Test Environment), 'Status' (Accepting Applications), 'Opens' (Jan 1, 2022), and 'Closes' (May 31, 2022). A 'Position Actions' dropdown menu is open, showing options: 'Edit Position', 'View Committee', 'View Position Activity Log', 'View position details', 'View Referral Sources', 'Add New Applicant', 'Close Position', and 'Delete Position'. The 'Edit Position' option is highlighted. Below the actions menu, there is a search bar for applicants and a table with columns for 'Applicant Name', 'Date Updated', 'Applicant Status', 'Tags', and 'My Overall Rating'. The table currently shows 'No results returned by the selected filters.'

4. Scroll down to see "Advertising Settings" above "Required Documents"

The screenshot shows the 'Advertising Setting' section of the Tulane University HR system. The top navigation bar includes the Tulane University logo and the user name 'Joey Couvillon'. The main content area displays the 'Advertising Setting' section. The 'What is the advertising setting for this position?' field is set to 'Private, Spousal/Partner Hire'. Below this, there is a section for 'Required Documents' with an 'Edit' link. The 'Required Documents' section is currently empty. Below this, there is a section for 'Additional Documents Allowed?' which is set to 'No'. At the bottom, there is a section for 'Evaluation Settings' with an 'Edit' link.

Step 5: Click “Approve.”

The screenshot shows the Tulane University HR system interface. The top navigation bar includes the Tulane University logo and the user name 'Joey Couvillon'. The main content area is titled 'Professor of Practice in Public Administration' and shows the 'Current Step' as 'Step 2 of 5: Provost'. There are 'Send back' and 'Approve' buttons. The 'Currently assigned to' field shows 'Robin Forman (rforman@tulane.edu)'. The 'Position Details' tab is active, showing 'Position Information' with an 'Edit' button. The 'Unit' is 'School of Professional Advancement', 'Position Type' is 'Faculty', and 'Location' is 'New Orleans, LA'. The 'URL' is 'http://apply.interfolio.com/103061'. The 'Open Date' is 'Feb 27, 2022' and the 'Close Date' is 'Apr 17, 2022'. A 'Description' field is also visible at the bottom.

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.”

Please see screenshot on the following page.

Tulane University Joey Couvillon

Tulane University > Professor of Practice in Public Administration >

Send Position Back

Send the position back for additional information from the creator or a previous step. Please include a note about the changes needed to get the position approved.

Position
Professor of Practice in Public Administration

Send To *
Position Creator: Edna Hoff (ehoff@tulane.edu)

Personalize Message
 Include a personal message to the members receiving access.

From Name Joey Couvillon **Reply to email address** acouvil@tulane.edu

Subject *

Message *

Send **Cancel** **Preview**

Finished