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Action 1: Logging in to Interfolio

Step 1a: https://account.interfolio.com/sso

Closing out a filled position in Interfolio
When a search has been completed—a candidate identified and an offer accepted—it is important to go back into Interfolio to properly close out the position so it no longer shows as active. This guide will show the two actions (actions 2 & 3 of this guide) that should be taken to complete the close-out process.

Action 2: Identify the hired candidate
Action 3: Close/Archive the position

Start by logging into Interfolio, either through their site or through the link in the Gibson portal.

To log in through Interfolio’s site, go to https://account.interfolio.com/sso, select Tulane University from the menu and click “Sign in”
Action 1: Logging in to Interfolio

Step 1b: gibson.tulane.edu

To sign in using the Gibson portal, go to “gibson.tulane.edu” and click “Sign in” at the top left corner.

On the following page, enter your single sign on credentials and click “Sign In”.

![Sign in page screenshot]
Now that you’re signed in, click the your respective link at the top of the screen. “Staff” is used in the example below. Depending on your permissions, you may see different options on this top bar.

Next, select “Interfolio” from the menu on the left side of the screen.
Action 1: Logging in to Interfolio

Step 2: Sign on using your Tulane Credentials

Through either option, you will be redirected to a Tulane-branded page. Enter your username (part of the email without the “@tulane.edu”) and regular Tulane email password.

Click “Sign In”. You will be redirected back to Interfolio’s landing page after sign in.

If you experience difficulties signing in, contact Joey Couvillon (acouvil@tulane.edu) or 504-314-2816.
Once you are logged in, you will land on your “Home” page. This page will display any items from the Faculty Search or Review, Promotion and Tenure sections that need your attention.

To close out a position, start by clicking “Positions” on the menu to the left.
Action 2: Identify the Hired Candidate

Step 4: Select the Appropriate Position

You will be taken to the Positions page. On this page you will see all positions to which you have access.

Find your desired position among those listed and click the position title.
Action 2: Identify the Hired Candidate

Step 5: Applicant Status – ”Hired“

Select the checkbox next to the appropriate candidate’s name, select the “Status dropdown box, and select “Hired”.

Confirm that you wish to change the candidate’s status by clicking “Save” in the pop-up window. DO NOT send a message to all applicants notifying them of the change.
Now that the appropriate candidate is indicated as Hired, it is time to archive the position so it no longer appears in the list of active, open searches. From the “Applicants” page, click the “Position Actions” button. Select “Close Position” from the menu.
**Action 3: Close & Archive the Position**

**Step 7: Identify Hired Applicant**

Indicate “Yes” or “No” whether an applicant was selected for the position. If yes, search for and select the applicant name.

Click “+Add”. You can add additional applicants if you hired more than one. Then click “continue”.

![Image of the Tulane University website interface for closing a position. The interface shows the selection of an applicant as “Yes” and the option to add additional applicants.](image-url)
Action 3: Close & Archive the Position

Step 8: Closing & Finishing

If you have not already done so, change the Position Status to “Position Closed.” Click on the box under “Position Status” and choose “Position Closed.”

Then select “Finish.” Again, DO NOT send a message to all applicants with this change.
Action 4: View/Retrieve Archived Positions

Step 9: Positions Page

Note that the position status now says “Position Closed (Closed)”

If you return to your list of positions, this position no longer appears in the list of active positions.
Action 4: View/Retrieve Archived Positions

Step 10: Filter for Archived Positions

You can view/retrieve closed positions by clicking on “Filter” and then “View Archived Positions”.

Questions?

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