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 that should be taken to complete the close-out process.

Action 1: Identify the hired candidate
Action 2: Close/Archive the position

Start by logging into Interfolio, either through the link in the Gibson portal or through https://account.interfolio.com/sso
Hover the cursor over the Faculty Search box and click “View Positions”.

![Interfolio interface with highlighted "View Positions" button](image)
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Action 1: Identify the Hired Candidate

Select the appropriate position.
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**Action 1: Identify the Hired Candidate**

Select the checkbox next to the appropriate candidate’s name, and then select the Status dropdown box. Select “Hired.”
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Action 1: Identify the Hired Candidate

Confirm that you wish to change the candidate’s status. DO NOT send a message to all applicants notifying them of the change. Note that when you return to the list of applicants, the candidate’s status now says “Hired.”
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**Action 2: Close/Archive the Position**

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 same screen with the list of applicants, the **Position Status**. Select “Close Position” from the menu.
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Action 2: Close/Archive the Position

- Step 1: 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 Interfolio interface with step-by-step instructions highlighted]
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Action 2: Close/Archive the Position

• Step 2: 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.
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Action 2: Close/Archive the Position

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.
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Action 2: Close/Archive the Position

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

![Interfolio interface with a closed position and a filter for viewing archived positions]