

Search Chair Steps to Close a Position

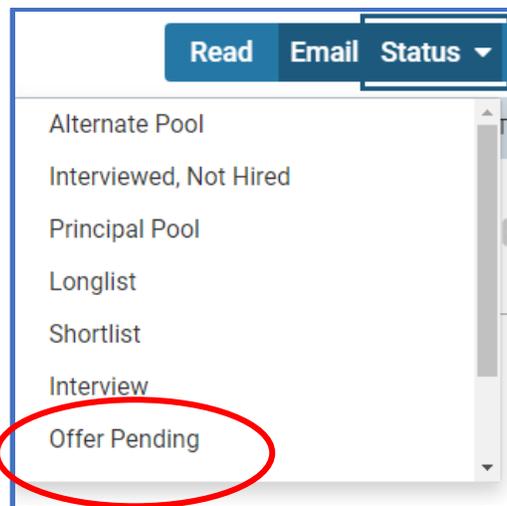
When you come to the close of your search, you will need to take a few steps in Interfolio to Close the Position. Closing the Position will remove the position from the faculty jobs landing page (if you haven't already unpublished it) and the ability for additional applicants to apply, and archives the position.

It also routes the chosen candidate for approval through the department, college, Provost Office and OED. Once these steps are completed and you submit the Close a Position action, submit the appointment paperwork through the proper channels for appointment letter processing to vpfacultyaffairs@utk.edu.

To close your search, follow the **5 steps** outlined below.

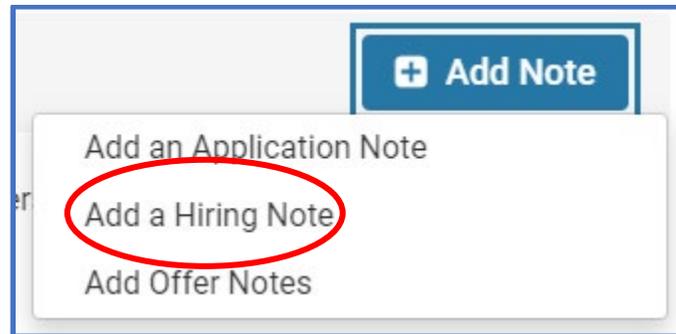
Step 1 – Change Applicant Status of Successful Candidate & Enter a Hiring Note

A Apply an Application Status to the **successful candidate** to **“Offer Pending”**. There are two ways to do this. You can open the candidate file to find the “Status” at the top of the applicant page OR you can check the box next to the candidate’s name from the candidate list and an option for status will appear.



B Enter a hiring note on the **successful candidate** file with any information you would like the signatory approvers to see. This should include at a minimum the expected offer salary and details and start date. This becomes part of the official search record.

Open the applicant file. Scroll to the bottom of the page. Select Add Note and from the dropdown select “Add a Hiring Note”. Type in the note and click “Save”.

A screenshot of a form titled "Hiring Note" with a close button (X) in the top right corner. The form contains a text area for entering a note and two buttons at the bottom: "Save" (with a checkmark icon) and "Cancel". The text area is currently empty.

Hiring Note ✕

Add a note to provide clarification about this applicant to your committee. Notes can only be created by Committee Managers and Administrators, but are visible to all members of this committee.

Step 2 – Apply Disposition Codes

Apply **Disposition Codes** to each applicant aside from the Offer Pending candidate. Disposition codes are short, pre-defined explanations of why an applicant did not make it to the next step of the hiring process.

Disposition Codes help track and document committee decisions regarding each applicant and are the documented reason why each individual was removed from consideration.

Disposition codes can be applied to a single applicant inside the applicant file OR by selecting multiple candidates at one time to apply the same code to all selected.

To apply several at a time, select multiple applications on the applications page as shown below. This will open a menu bar that includes a "Disposition Codes" button.

Demo University > Positions >

Associate Professor of Orthodontic Dentistry

Position Actions

Unit	Status	Opens	Closes
College of Dentistry	Accepting Applications change	Jan 31, 2016	Jun 28, 2019

Applicants

Search by name, education, or status

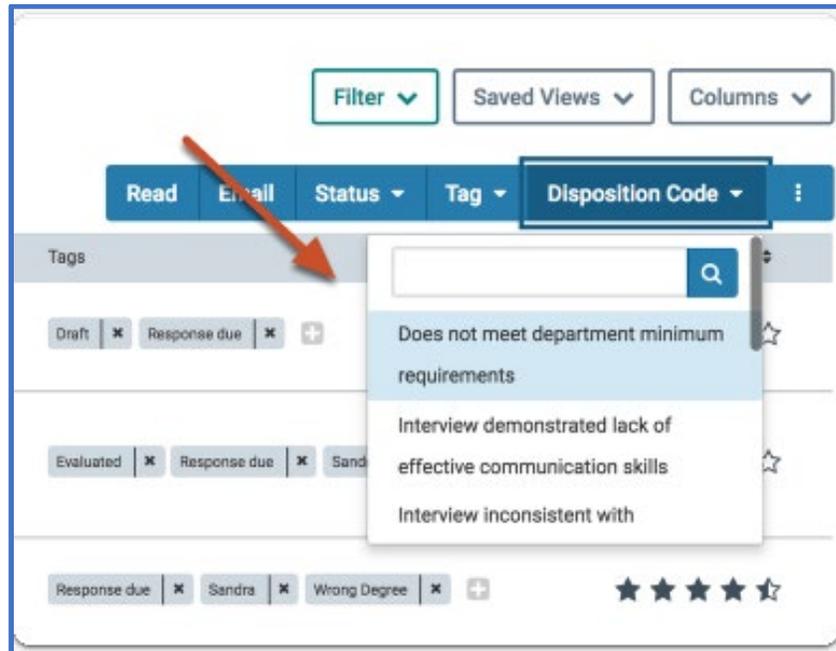
Filter Saved Views Columns

8 of 8 Applicants Shown.

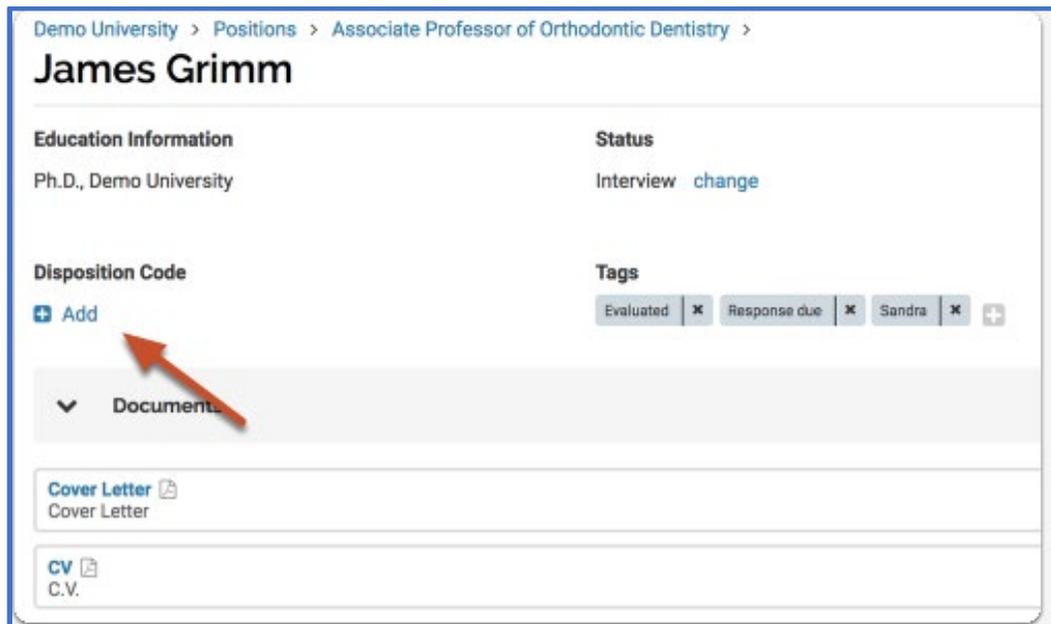
Read Email Status Tag Disposition Code

Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input checked="" type="checkbox"/> Bing Boland INCOMPLETE	Jan 16, 2018	Interview	Draft Response due	★ ★ ★ ☆ ☆
<input checked="" type="checkbox"/> James Grimm Ph.D. - Doctor of Philosophy, Demo University INCOMPLETE	Jan 16, 2018	Interview	Evaluated Response due Sandra	★ ★ ★ ☆ ☆

Click the disposition codes and select the code you want to apply.



To apply one at a time, open the applicant file. Click add Disposition Code.



Select the disposition code from the drop-down list.

Demo University > Positions > Associate Professor of C

James Grimm

Education Information
Ph.D., Demo University

Disposition Code

[Add](#)

Add Disposition Code

Does not meet department minimum requirements

Less competitive for position based on area of research expertise

Less competitive based on work history (experience)

Less competitive based on education or training

Interview inconsistent with application information

Interview demonstrated lack of

Step 3 – Change the Position Status

- Apply the Position Status **“Position Filled”** to the position. Find the “Status” option by opening your position and looking to the top menu.

	Status	Opens
ces	Accepting Applications change	Aug 13, 2020

, or status

[Narrative Summary](#)

[Reviewing Applications](#)

[Interviewing Finalists](#)

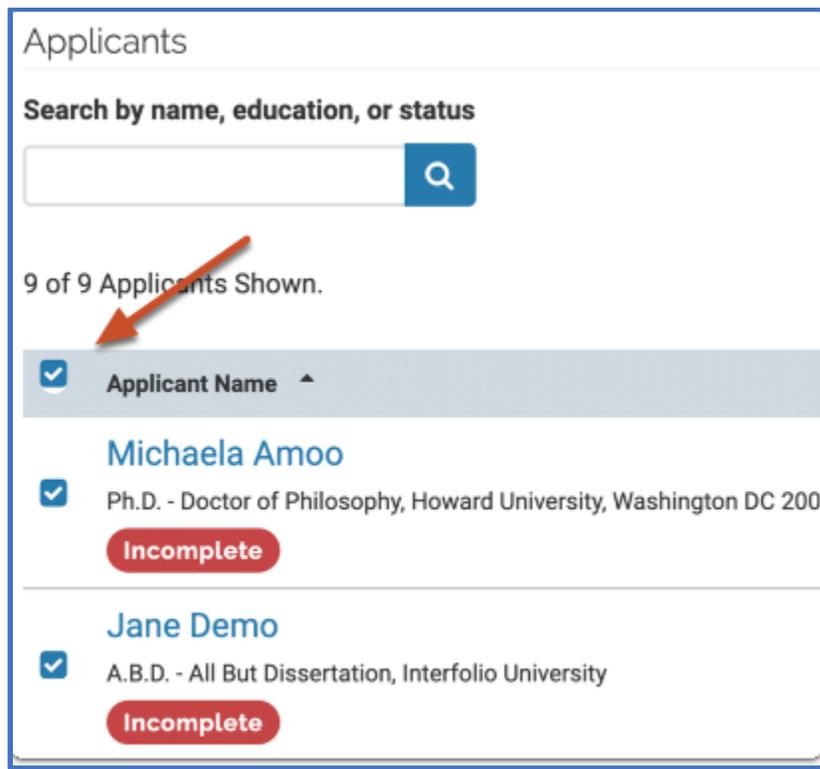
[Position Filled](#)

[Filter](#) ▼

Step 4 – Email applicants

If you haven't already communicated with applicants letting them know they have not been selected, now is the time to do that. You may want to hold off on contacting your finalists until the offer to your selected candidate is accepted.

- From the applicant list page, check the box next to the names of the applicants you want to email.

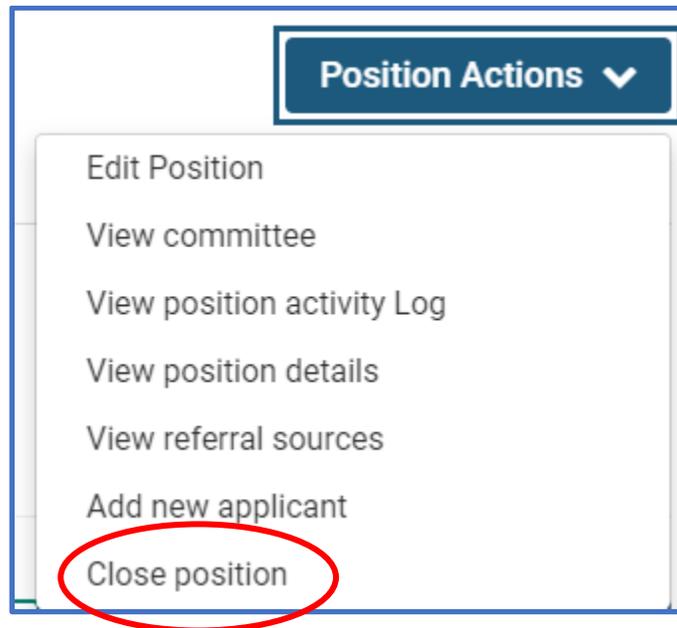


The screenshot shows a web interface titled "Applicants". At the top, there is a search bar with the placeholder text "Search by name, education, or status" and a magnifying glass icon. Below the search bar, it says "9 of 9 Applicants Shown." An orange arrow points to a blue checkbox next to the header "Applicant Name". Below this, two applicant entries are visible. The first entry is for "Michaela Amoo", with a blue checkbox, her name in blue, and her education details: "Ph.D. - Doctor of Philosophy, Howard University, Washington DC 200...". Below her name is a red pill-shaped button labeled "Incomplete". The second entry is for "Jane Demo", with a blue checkbox, her name in blue, and her education details: "A.B.D. - All But Dissertation, Interfolio University". Below her name is a red pill-shaped button labeled "Incomplete".

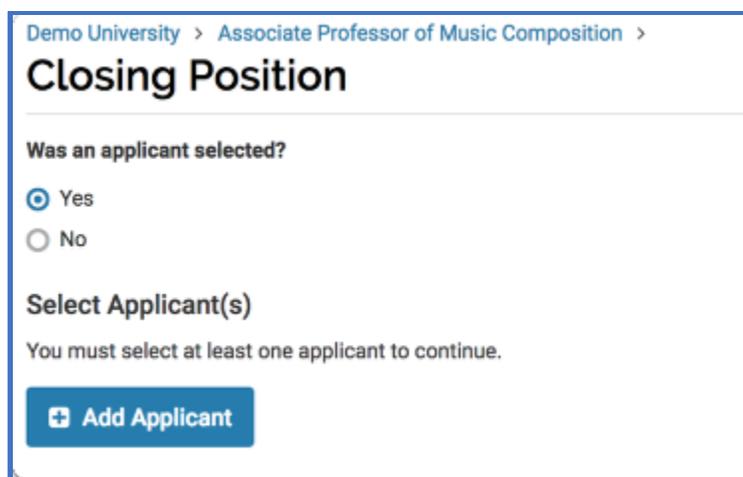
- Click "Email" to the right of the page to open a window where you can type your message to all selected applicants.

Step 5 – Closing the Position

- Navigate to and open your position. Click “Close Position” under the “Position Actions” menu at the top right of the screen.



- Select **Yes**, and applicant was selected and click “Add Applicant”.

A screenshot of a web application form titled "Closing Position". The breadcrumb trail at the top reads "Demo University > Associate Professor of Music Composition >". The form contains the following elements: a question "Was an applicant selected?" with two radio button options, "Yes" (which is selected) and "No"; a section titled "Select Applicant(s)" with the instruction "You must select at least one applicant to continue."; and a blue button labeled "Add Applicant" with a plus sign icon.

- A list of available candidates will appear. Select the successful candidate you would like approval to extend the offer to.

Demo University > Associate Professor of Music Composition >

Closing Position

Was an applicant selected?

Yes
 No

Select Applicant(s)

Name *	Email ‡	Status ‡	Actions
Sampson Washington	washington@fre.edu		Remove

- Select “Close Position”. You may personalize your message to next person in the workflow, or send using the default message.

Send Selection for Approval

Your institution has defined steps for review of the selected applicant(s) in order for the position to be closed. The approver(s) displayed below will receive a message asking them to review the position. You will receive an email once the position has been approved by all approvers. [View all approval steps](#)

Position
English Adjunct

Send To
Step 1 of 2: Selection 1

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

- The position will route through approvals and will notify the submitter when completed.