CLOSING A POSITION IN CAREERS AT UF: FACULTY & POSTDOCS

Administrators and Committee Managers can close a position when applications are no longer being considered, either because a hire has been made or for some other reason. When closing a position, you should indicate which applicant was selected to fill the position. If no applicant was selected, you should provide a note to document why no selection was made. You also must set a final closed status for the position. Finally, you will have the option to send a message to applicants based on the status you have chosen.

NAVIGATION

To get started, navigate to my.ufl.edu and use one of the following navigational paths:

1. Click the Nav Bar icon
2. Click Main Menu
3. Click Human Resources
4. Click Recruiting
5. Click Faculty/Postdoc Requisitions

OR

1. Click the Nav Bar icon
2. Click Main Menu
3. Click Human Resources
4. Click UF Departmental Administration
5. Click Faculty/Postdoc Requisitions

CLOSING A POSITION

1. Click the position title of the position you wish to close.
2. Click the Position Actions button at the top right of the screen.
3. Click Close position from the dropdown menu.

4. Indicate whether an applicant was selected to fill the position.
   a. **Note:** If no applicant was selected, you should enter a note to document why no selection was made. Then click the Close Position button.
5. If one or more applicants were selected, click the + Add Applicants button.

![Add Applicant button](image)

6. A list of available applicants will appear. Click Add to add the selected applicants.
   a. Note: You can search the list of available applicants by name, or email address, and filter the list by application status if desired.

![Add Selected Applicant](image)

7. Click Close.
8. Click the Close Position button.

Pro Tip: Develop a practice of communicating with applicants who were not selected for the position and thanking them for their interest and investment of time and energy in the search process. Ensure that all applicants know where they stand before you close out the position in the system.
CHANGE POSITION STATUS

Once you close a position, you should select an appropriate position status to indicate the position's closed state.

1. From the Positions list, filter for Closed positions to locate the position you closed.
   a. Click the Active or Closed? drop-down menu, then select Closed.

2. On the position page, locate the current status at the top of the page and click the Change link.
   a. Note: The position's closed state is indicated in parentheses, but you should still officially change the status when closing the position.

3. Select the appropriate position status from the dropdown list. In the case of a closed position, select either Position Filled or Position Canceled.

4. Click the Confirm button to confirm changing the status.
The position is now closed; the landing page of the closed position will be unpublished and no longer accessible to applicants. The position will no longer appear in the list of active cases but will appear in the list of closed (archived) positions viewable by filtering the list of positions.

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
UFHR Recruitment & Staffing
(352) 392-2477
Website