

## 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.

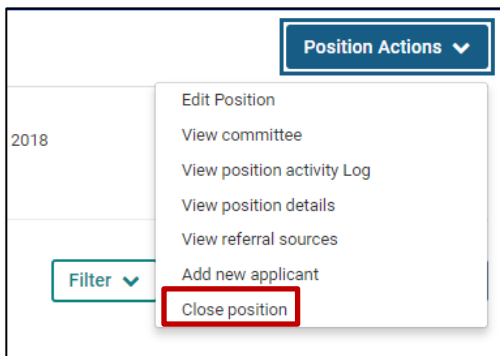
### NAVIGATION

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

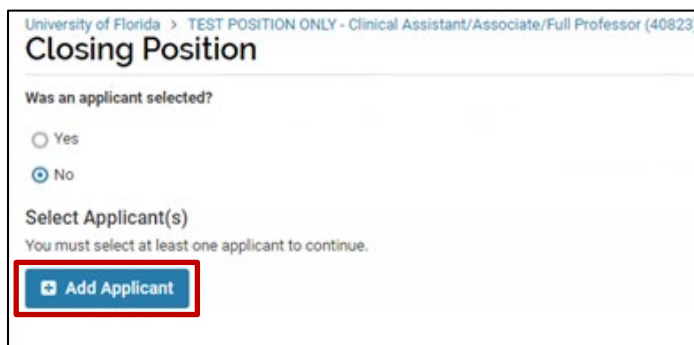
1. Click the **Nav Bar** icon
2. Click **Main Menu**
3. Click **Human Resources**
4. Click **UF Departmental Administration**
5. Click **Faculty/Postdoc Requisitions**



### 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.

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.

Name	Email	Status	Actions
Grey Harrison	ghwaras@demo.edu		Add
Samantha Stern	Ssternley@demo.edu		Add

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**.

University of Florida > Positions New Position

Search by position name, unit, type, status or date

Type: All Types

Status: All Statuses

**Active or Closed?**: 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.

University of Florida > Positions > TEST POSITION ONLY - Clinical Assistant/Associate/Full Professor (40823) Position Actions

Unit	Status	Opens	Closes
30040000 - JX-ANESTHESIOLOGY-JAX	Interviewing (Closed) <b>change</b>	Oct 29, 2018	Nov 15, 2018

Applicants

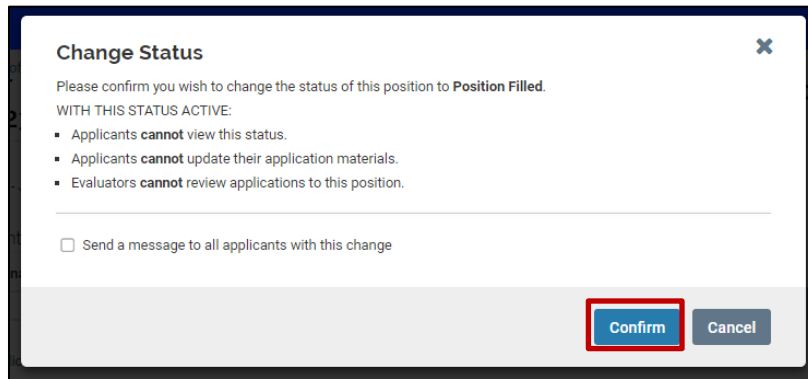
Search by name, education, or status

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

Status: Interviewing (Closed) **change** Opens: Oct 29, 2018

- Accepting Applications
- Reviewing Applications
- Offer Pending
- Position Filled**
- Position Canceled**

4. Click the **Confirm** button to confirm changing the status.



**Change Status** ✕

Please confirm you wish to change the status of this position to **Position Filled**.

WITH THIS STATUS ACTIVE:

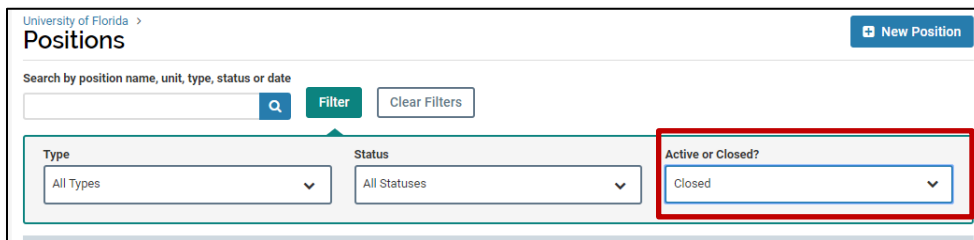
- Applicants **cannot** view this status.
- Applicants **cannot** update their application materials.
- Evaluators **cannot** review applications to this position.

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Send a message to all applicants with this change

**Confirm** **Cancel**

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.



University of Florida >

### Positions

New Position

Search by position name, unit, type, status or date

Filter Clear Filters

Type: All Types Status: All Statuses **Active or Closed?: Closed**

**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

**Policies and Directives**

UFHR Recruitment & Staffing  
(352) 392-2477  
[Website](#)