

## Quick Start Guide: Closing (Filling) a Position

1. Change the applicant status of the cleared selectee(s) from "AA Cleared" to "Hired"
2. Provide an applicant status (either "Not Interviewed, not hired" or "Interviewed, not hired") and disposition code for the non-selected applicants
3. Email the non-selected candidates
  - Click the checkbox to the left of their name
  - Click email
  - An email applicants window will pop up, the names of the selected applicants will be in the "To:" line
  - Select the appropriate templated message (you can make edits to the body of the message if needed)
  - Change the reply to email address to [academicrecruiting@columbia.edu](mailto:academicrecruiting@columbia.edu) if you do not want them to reply to you. That's the generic system email that I answer.
  - Preview if the email if you like
  - Send\*
4. Change the position status to Position Filled
5. Go to "Position Actions"
6. Select "Close Position"
7. "Was an Applicant Selected?"
8. If "Yes" proceed to Step 9, If "No" proceed to Step 10
9. Add the selected applicant(s) by selecting "Add Applicant"
10. Select Close Position.

\*Applicants will receive an applicant status update email addressed to only them. They will not be able to see the other applicants who received the same email.

\*\*Closing a position using the steps above, archives the position and it will disappear from the positions page which contains only active position postings. To view an archived post on the Positions page, select "Filter." On the far right will be the question, "Active or Closed?" select "Closed." The page will refresh and show only closed positions.