Closing a Position

Committee Managers and Administrators can close a position when applications are no longer being considered, either because a hire has been made or because the search was unsuccessful.

When closing a position, Committee Managers or Administrators are asked to indicate which applicants were selected to fill the position, and if no applicants were selected, to leave a note to document why no selection was made.

1. Select the position you want to close from the list of positions.

2. Click "Position Actions" button at the top right of the screen.

3. Select "Close Position" from the dropdown menu.
4. Indicate whether or not an applicant was selected to fill the position.
   a. If no applicant was selected, leave a note to document why no selection was made, and click the "Close Position" button.
   b. If one or more applicants was selected, select “Yes” then "Add Applicants."
      i. A list of available applicants will appear as shown below. Click "Add" to add the selected applicants (you may select more than one applicant). You can search the list of available applicants by name, or email address, and filter the list by application status.
ii. Click "Close Position" at the bottom left of the page when all of the applicants selected to fill the position have been added.

Updating the Position Status

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

1. Back on the position page, locate the current status at the top of the page, and click the "Change" link. **Note** – the position's closed state is indicated in parentheses, but it is still a good idea to officially change the status when closing the position.

2. Update the position status to “Position Filled” or “Position Not Filled” depending on the outcome of the search.
3. Confirm that you want to change the status. **Note** – you can elect to send a message to applicants notifying them of the change in status.

The position is now closed. **Note** – The application link will be unpublished and no longer accessible to applicants.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.

If you need a closed position reopened, please reach out to FAPD.