

# Updating Required Documents on an Approved Position

At times, document requirements may need to be updating while a position is open.

1. Click the name of the position.

University of Pennsylvania > **Positions** + New Position

Search for positions

psych

**Type**  **Status**  **Active or Closed?**

Position ^	Status	Application Information	EEO Notes
 Assistant Professor, Tenure Track in Psychiatry - CHOP Psychiatry   Standing Faculty   ID:47422	-	0 applications Open from: Jun 4, 2019 - Jun 4, 2021	

2. Click "Position Actions" and then click "Edit Position."

University of Pennsylvania > Positions > **Assistant Professor, Tenure Track in Psychiatry - CHOP**

**Unit**  
Psychiatry

**Status**

**Position Actions** 

Edit Position 

View committee

View position activity Log

3. Click "Required Documents" on the right.

University of Pennsylvania > Positions > Academic Pediatric Plastic Surgeon > **Review Position**

**THIS POSITION IS:**

**Open to new applicants**

It opened on **Apr 1, 2019**. [change](#)  
[clear](#)

It will close on **Apr 1, 2021**. [change](#)  
[clear](#)

"Apply Now" page is **published**. [view](#)  
[change](#)

<http://apply.interfolio.com/61687>

**POSITION STATUS:**

**Accepting Applications**

*With this status active:*

- Applicants **can** view this status.
- Applicants **can** update their application materials.
- Evaluators **can** review applications to this position.

[change](#)

**EDIT POSITION..**

1. Description & Dates
2. **Required Documents** 
3. Evaluation Settings
4. Application Forms
5. Search Committee
6. Internal Notes

4. Make the required updates by adding or removing documents. Once you have confirmed your requirements and are finished with this section, click "Update."