When to select Inactive or Closed in Faculty Application Management system

When to transition a position in FAM from Active, to Inactive or Closed*:*
- When recruiting is completed for an active posting (i.e., no more applications should be collected), but the candidates are still being reviewed by the faculty review committee
  - Make the position *Unpost Job* in Workday (i.e., take the posting down from the USC Careers website), but <u>don't close</u> the position in Workday.
  - Make the position *Inactive* in FAM to allow the review committee to access the applications for review and comment, and to allow the position manager to manage applications and disposition candidates.
- When the application review process in FAM is completed, applicant dispositioning is completed, and the Applicant Hire process is finalized for the last accepted offer,
  - *Close* the position in Workday, meaning every accepted offer is tied to a Workday requisition number, whether child or parent
  - Keep the position in FAM *inactive* to allow the position manager access to the position in case there are visa questions or other potential complications
- *When the last accepted offer applicant gets a first paycheck* from Workday,
  - *Close* the position in FAM, completing the hire process and forwarded demographic information to OED.