Closing a Job/ Requisition

Purpose:

To set an active job to a non-current recruitment status.

To send final communications to all applicants pending final dispositions.

To sync reporting data to current state of requisition and applications.

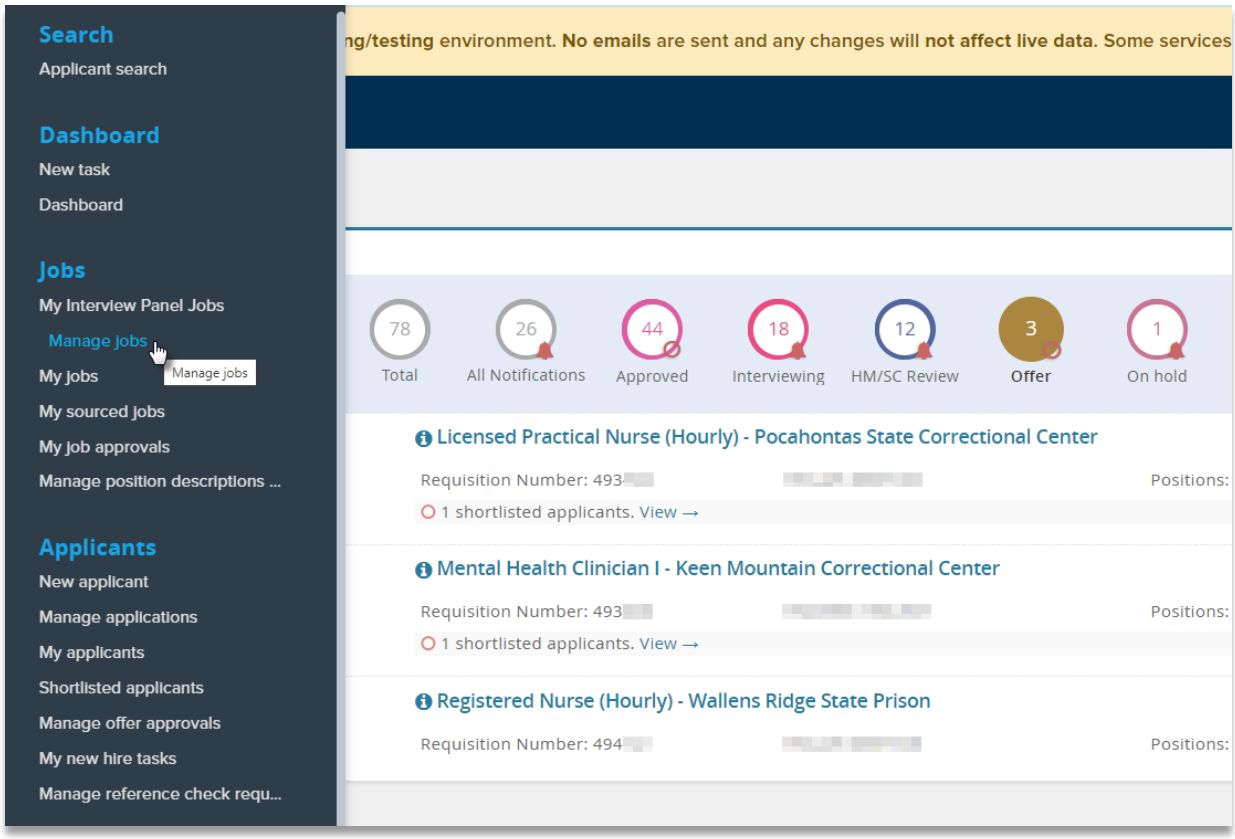
**If you use the system for managing offers, closing a job is the step after offer is accepted.

**For open/continuous recruitments, the close job procedure follows when the final position is filled.

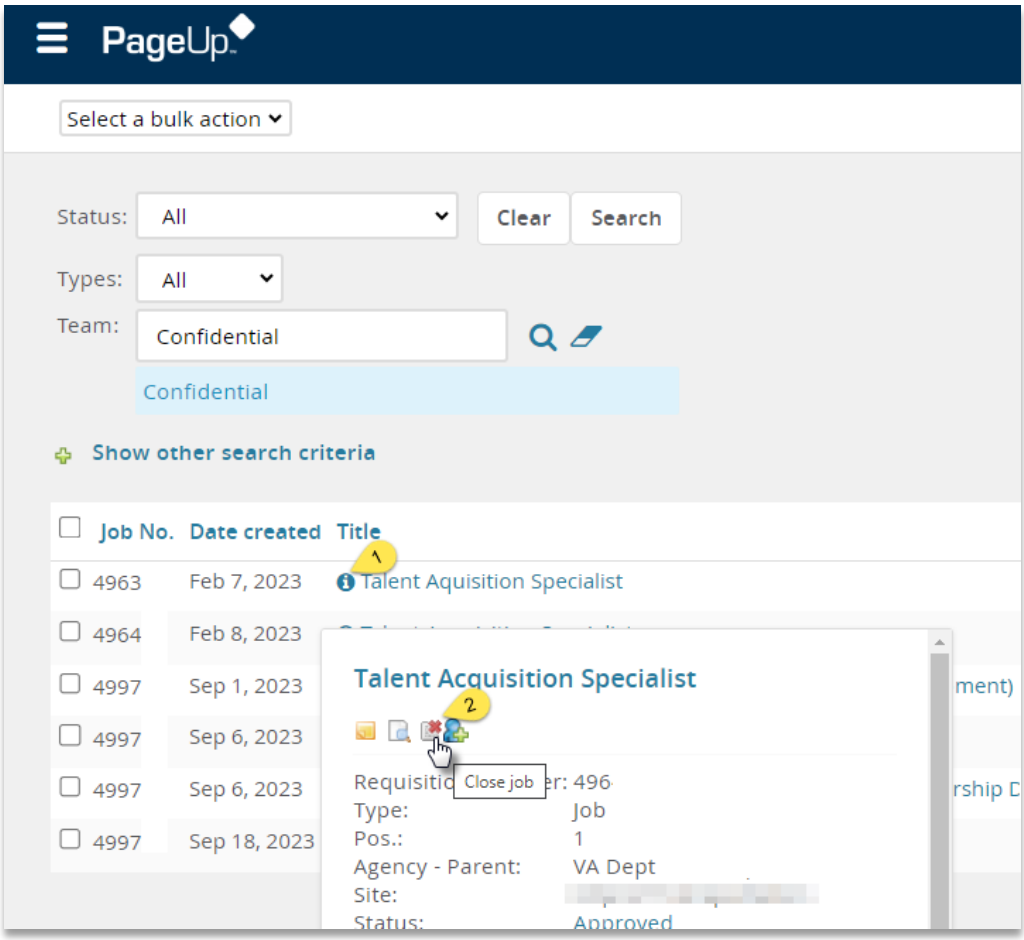
When a job is filled with an applicant set to the *Hired* status, a job should be closed and moved to non-current recruitment.

To close a job:

Go to the *Manage Jobs* section in the side menu.

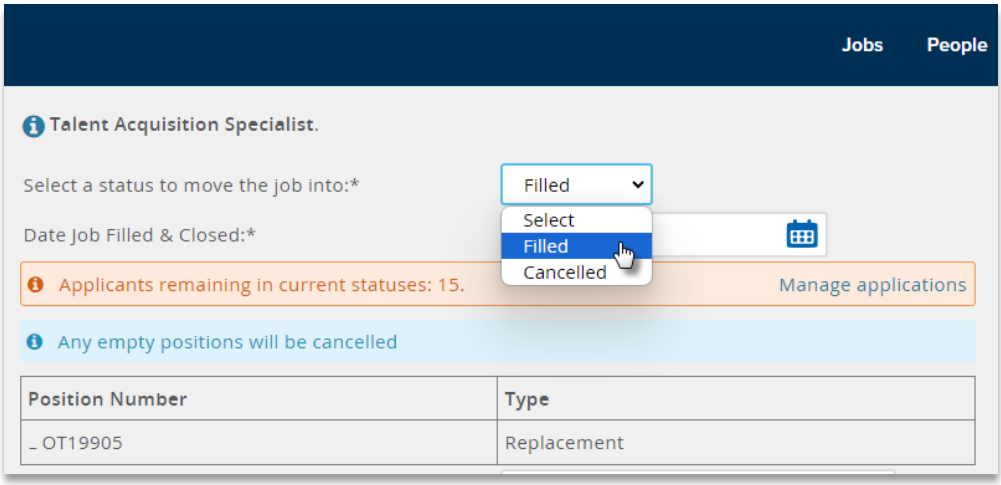


1. Select info icon ℹ next to job title.
2. Click *Close job* icon .



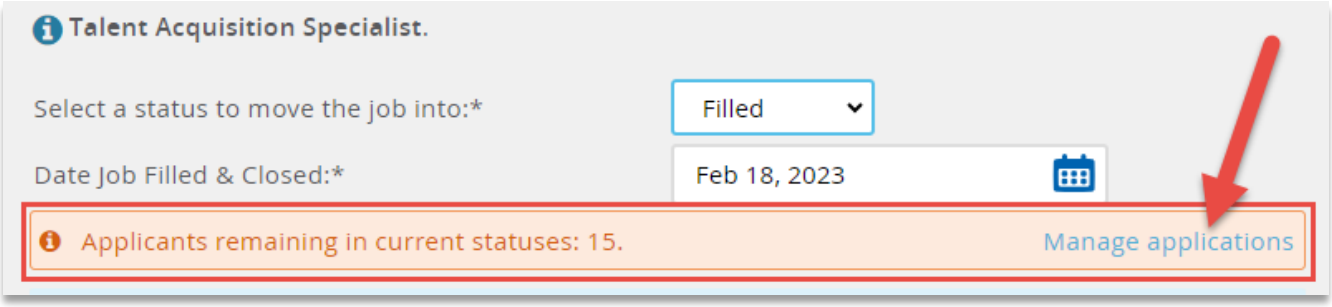
OR

1. Open job card.
2. Scroll to the bottom of the job and Click *Close job* icon .
3. Choose the desired job status for the closure. Only non-current recruitment job statuses (ex. "Filled" or "Cancelled") will display. ** If applicable, indicate a reason for canceling the position(s).



If an orange box shows, this means there are applicants that must be dispositioned by moving them to final statuses. Click *Manage applications* to disposition all applicants.

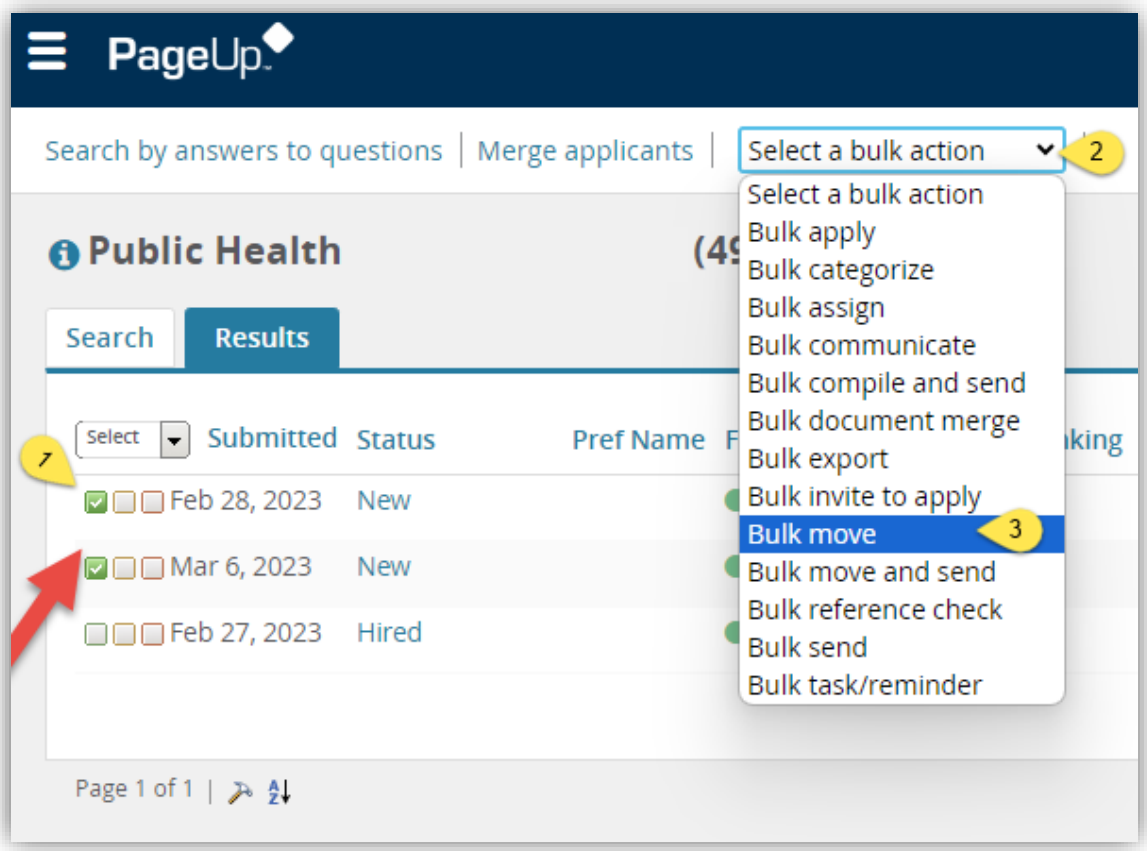
**NOTE: If all job applicants have final statuses set earlier in the recruitment process, no orange box will show, and you can proceed with the final steps of the job closure.



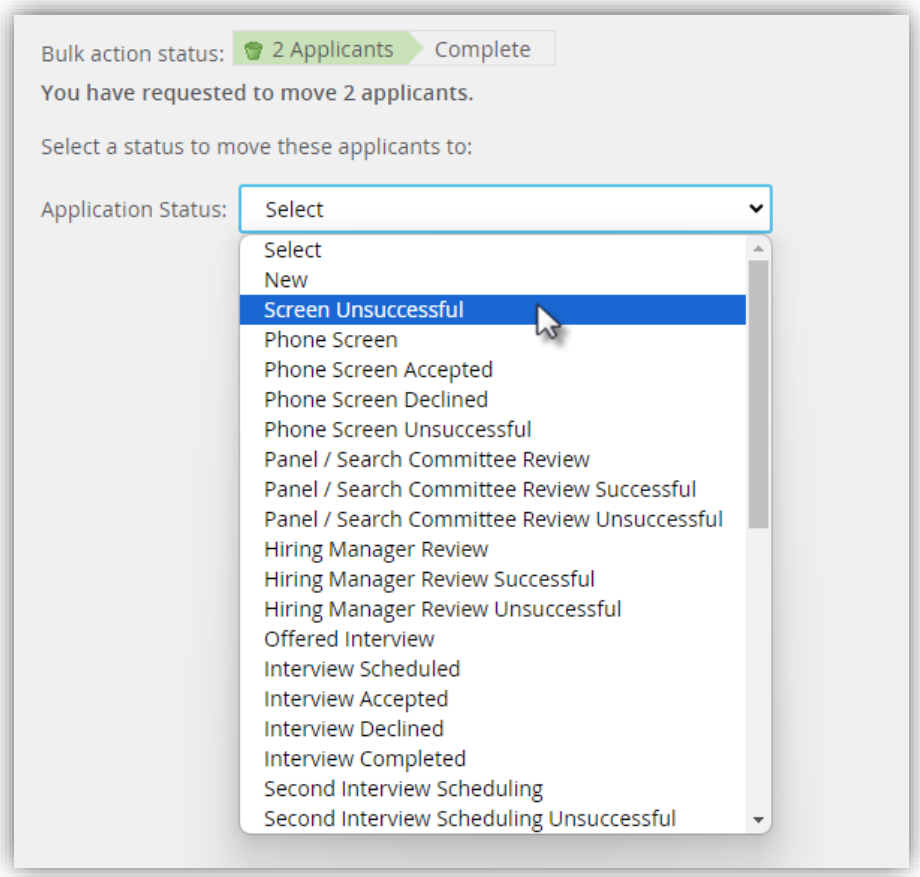
Move all remaining applicants to the appropriate final status. Remaining applicants ***must be*** dispositioned prior to closing out a job. Select *Manage applications* to disposition all applicants connected to the job.

If multiple candidates will be moved to the same status, a bulk update can be applied by:

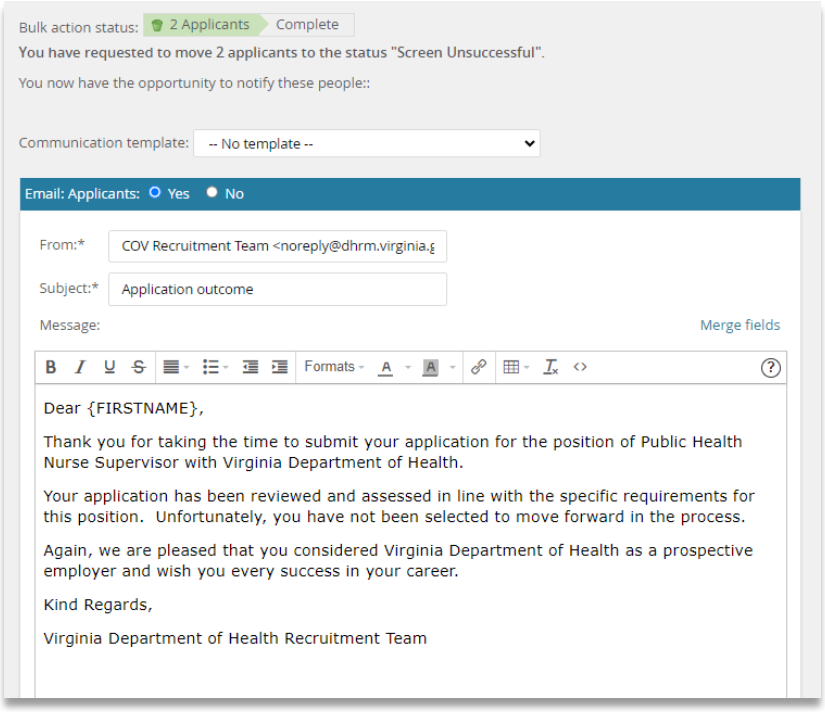
1. Select box next to candidate(s) you wish to update
2. Click *Select a bulk action* dropdown
3. Choose *Bulk move* from the listed options



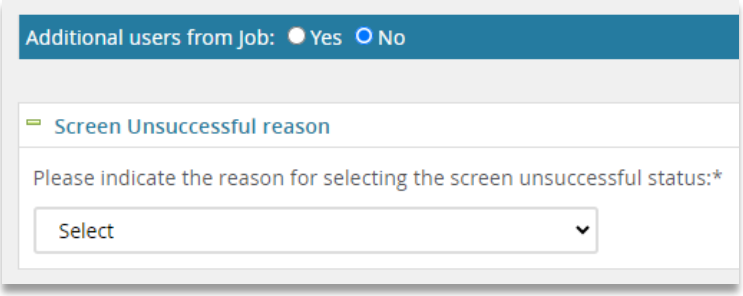
Select a final application status from the dropdown.



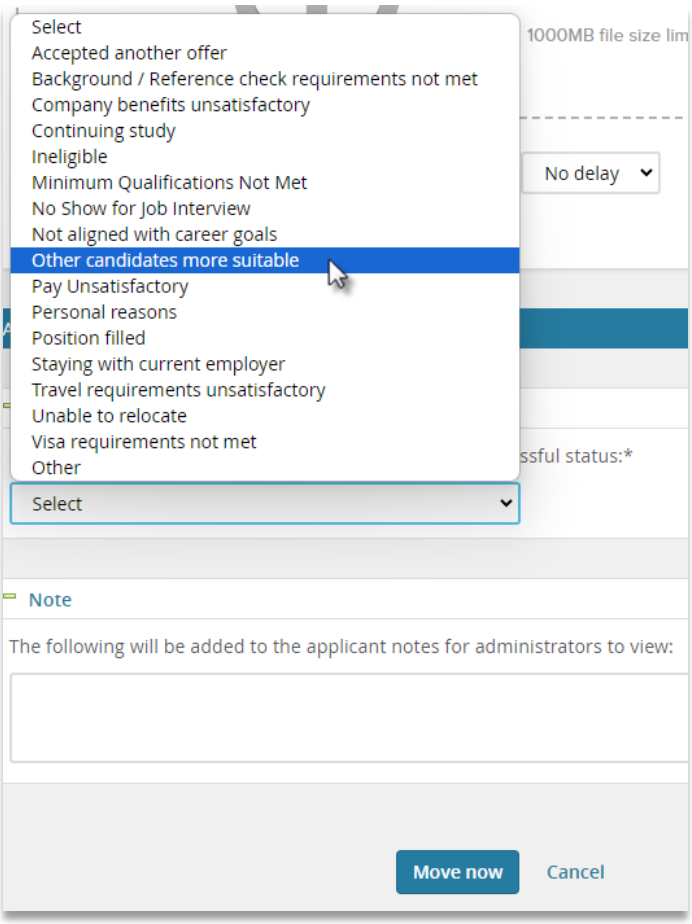
Review email template that will be sent to the applicants. Edit as needed. Applicants are emailed by default and candidate names will be automatically populated in the merge fields.



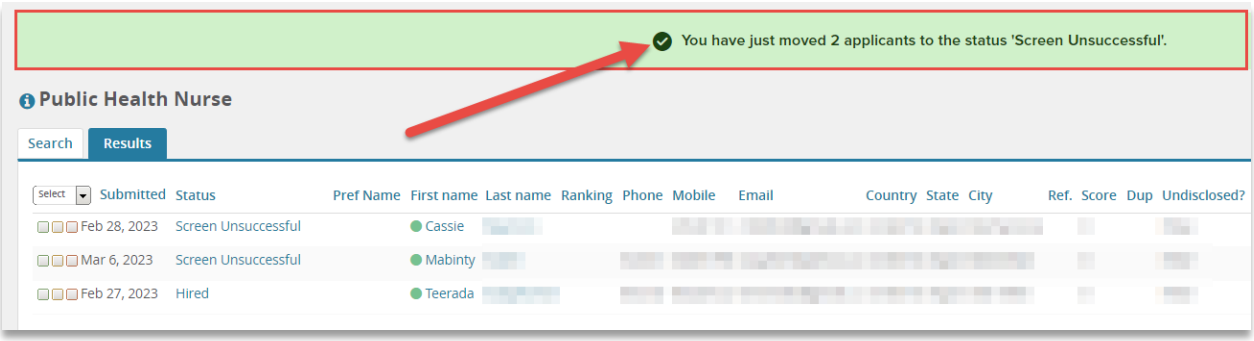
At the bottom of the screen, you have the option to notify additional users from the job.



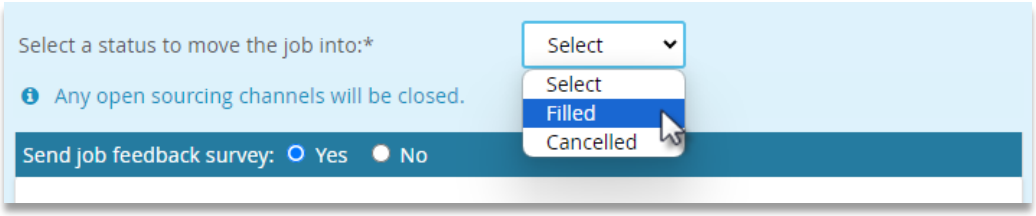
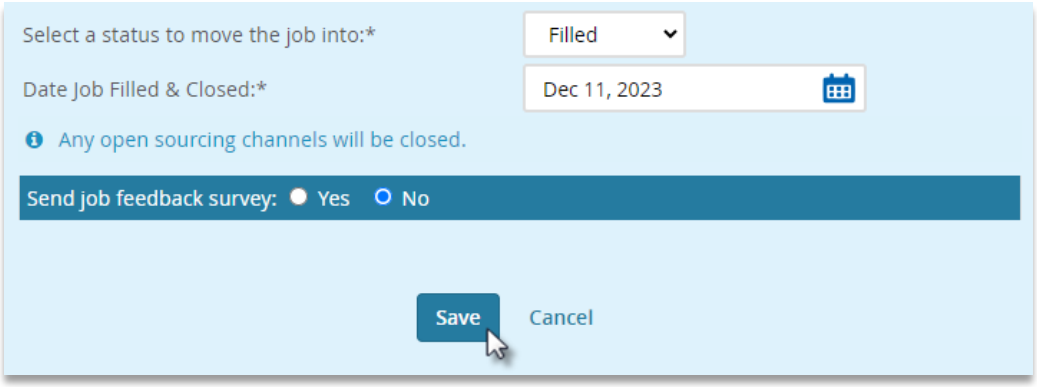
Select the reason for moving the candidate to the selected “unsuccessful” status. This step is mandatory. After status is selected, click *Move Now*.



Wait for system to process the bulk move. Screen will show a green banner at the top when the bulk update is complete.



If all open applications have been managed, no orange box will appear on screen.

Decide whether to send a *job feedback survey* to the hiring manager and configure the settings accordingly.

Click Save to complete process.