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 noncurrent recruitment.

To close a job:

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

Search Applicant search	ng/testing environment. No emails are sent and any changes will not affect live data. S	ome services
Dashboard		
New task		
Dashboard		
Jobs		
My Interview Panel Jobs		
Manage jobs	$\begin{bmatrix} 78 \\ 26 \\ 44 \\ 18 \\ 12 \\ 3 \end{bmatrix}$	
My jobs Manage jobs	Total All Notifications Approved Interviewing HM/SC Review Offer	On hold
My sourced jobs	Licensed Practical Nurse (Hourly) - Pocahontas State Correctional Center	
My job approvals	-	
Manage position descriptions	Requisition Number: 493	Positions:
	\bigcirc 1 shortlisted applicants. View \rightarrow	
Applicants	Mental Health Clinician I - Keen Mountain Correctional Center	
New applicant	, The second sec	Desitiense
Manage applications	Requisition Number: 493 O 1 shortlisted applicants. View →	Positions:
My applicants	O I shortisted applicants. New →	
Shortlisted applicants	Registered Nurse (Hourly) - Wallens Ridge State Prison	
Manage offer approvals		
My new hire tasks	Requisition Number: 494	Positions:
Manage reference check requ		

- 1. Select info icon 🛈 next to job title.
- 2. Click *Close job* icon 🖉.

Ξ Pa	ageUp₌◆				
Select a	a bulk action 🗸				
Status:	All	✓ Clear	r Search		
Types:	All 🗸				
Team:	Confidential	(2 /		
	Confidential				
😛 Shov	w other search cri	teria			
_					
└ Job	No. Date created	Title			
4963	Feb 7, 2023	1 Talent Aquisition S	Specialist		
4964	Feb 8, 2023				
4997	Sep 1, 2023	Talent Acquisiti	ion Specialis	t	ment
4997	Sep 6, 2023	. <u> </u>			
4997	7 Sep 6, 2023	Requisitic Closejob Type:	r: 496 Job		rship
4997	5ep 18, 2023	Pos.: Agency - Parent: Site: Status:	1 VA Dept	-	

OR

- 1. Open job card.
- 2. Scroll to the bottom of the job and Click *Close job* icon 🖉.
- 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).

	Jobs People
() Talent Acquisition Specialist.	
Select a status to move the job into:*	Filled 🗸
Date Job Filled & Closed:*	Select
• Applicants remaining in current statuses: 15.	Cancelled Manage applications
• Any empty positions will be cancelled	
Position Number	Туре
_ OT19905	Replacement

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.

Talent Acquisition Specialist.		
Select a status to move the job into:*	Filled 🗸	
Date Job Filled & Closed:*	Feb 18, 2023	🗰 🖌
• Applicants remaining in current statuses: 15.		Manage applications

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

Ξ Page Up.			
Search by answers to qu	uestions Me	rge applicants	Select a bulk action <2 Select a bulk action
Public Health Search Results		(4	Bulk apply Bulk categorize Bulk assign Bulk communicate
Submitted		Pref Name	Bulk compile and send Bulk document merge Bulk export
Feb 28, 2023	New		Bulk invite to apply Bulk move Bulk move and send Bulk move and send
Feb 27, 2023	Hired		Bulk reference check Bulk send Bulk task/reminder
Page 1 of 1 🄈 🛃			

Select a final application status from the dropdown.

	to move 2 applicants.	
elect a status to mo	ove these applicants to:	
		_
Application Status:	Select	~
	Select	_
	New	
	Screen Unsuccessful	
	Phone Screen	
	Phone Screen Accepted	
	Phone Screen Declined	
	Phone Screen Unsuccessful	
	Panel / Search Committee Review	
	Panel / Search Committee Review Successful	
	Panel / Search Committee Review Unsuccessful	
	Hiring Manager Review	
	Hiring Manager Review Successful	
	Hiring Manager Review Unsuccessful	
	Offered Interview	
	Interview Scheduled	
	Interview Accepted	
	Interview Declined	
	Interview Completed	
	Second Interview Scheduling	
	Second Interview Scheduling Unsuccessful	-

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.

u have requested to move 2 applicants to the status "Screen Unsuccessful". u now have the opportunity to notify these people:: mmunication template: No template ✓ mail: Applicants: O Yes ● No From:* COV Recruitment Team <noreply@dhrm.virginia.§ Subject:* Application outcome Message: Merge fie B I U S =- = = = = Formats - A - A - A - A - A - A - A - A - A -</noreply@dhrm.virginia.§ 				plicants C					_				
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Dear {FIRSTNAME}, Thank you for taking the time to submit your application for the position of Public Health Nurse Supervisor with Virginia Department of Health. Your application has been reviewed and assessed in line with the specific requirements for this position. Unfortunately, you have not been selected to move forward in the process. Again, we are pleased that you considered Virginia Department of Health as a prospective employer and wish you every success in your career. Kind Regards,	Message:												Merge fie
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Virginia Department of Health Recruitment Team	Kind Reg	gards,											
	Virginia	Depart	ment	of Health	Recruitm	ent Te	am						

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

Additional users from Job: • Yes • No
Screen Unsuccessful reason
Please indicate the reason for selecting the screen unsuccessful status:*
Select 🗸

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

Select Accepted another offer Background / Reference check requirements not met Company benefits unsatisfactory Continuing study Ineligible Minimum Qualifications Not Met	1000MB file size lim
No Show for Job Interview Not aligned with career goals Other candidates more suitable Pay Unsatisfactory Personal reasons Position filled Staying with current employer Travel requirements unsatisfactory Unable to relocate Visa requirements not met Other	ssful status:*
Select	~
The following will be added to the applicant notes for adr	ninistrators to view:
Move now	Cancel

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

		You have just moved 2 applicants	to the status 'Screer	n Unsuccessfu	Р.
Public Health Nurse					
The sector is a sector of the					
Search Results	Prof Name, First name, Last name, Panking, Phone	a Mobile Email Country	State City De	ef Score Dup	Undisclosed
select Submitted Status	Pref Name First name Last name Ranking Phone Cassie	e Mobile Email Country	State City Re	ef. Score Dup	Undisclosed
select 🗨 Submitted Status		e Mobile Email Country	State City Re		Undisclosed

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.

Select a status to move the Any open sourcing cha Send job feedback survey:	nnels will be closed.	Select Select Filled Cancellec	•		I
Select a status to mor Date Job Filled & Clos Any open sourcin	5	Fille	ed 🗸	t	
Send job feedback su	ırvey: ● Yes O No Save	e Cance	21		