

## 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.

ng/testing environment. No emails are sent and any changes will not affect live data. Some services

**Search**  
Applicant search

**Dashboard**  
New task  
Dashboard

**Jobs**  
My Interview Panel Jobs  
**Manage Jobs**  
My Jobs  
My sourced Jobs  
My job approvals  
Manage position descriptions ...



**Applicants**  
New applicant  
Manage applications  
My applicants  
Shortlisted applicants  
Manage offer approvals  
My new hire tasks  
Manage reference check requ...

78 Total  
26 All Notifications  
44 Approved  
18 Interviewing  
12 HM/SC Review  
3 Offer  
1 On hold

**1 Licensed Practical Nurse (Hourly) - Pocahontas State Correctional Center**  
Requisition Number: 493-  
Positions:  
1 shortlisted applicants. View →

**1 Mental Health Clinician I - Keen Mountain Correctional Center**  
Requisition Number: 493-  
Positions:  
1 shortlisted applicants. View →

**1 Registered Nurse (Hourly) - Wallens Ridge State Prison**  
Requisition Number: 494-  
Positions:

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

PageUp

Select a bulk action ▼

Status: All ▼ Clear Search

Types: All ▼

Team: Confidential 🔍 ✎

Confidential

+ Show other search criteria

<input type="checkbox"/>	Job No.	Date created	Title
<input type="checkbox"/>	4963	Feb 7, 2023	Talent Acquisition Specialist
<input type="checkbox"/>	4964	Feb 8, 2023	
<input type="checkbox"/>	4997	Sep 1, 2023	
<input type="checkbox"/>	4997	Sep 6, 2023	
<input type="checkbox"/>	4997	Sep 6, 2023	
<input type="checkbox"/>	4997	Sep 18, 2023	

**Talent Acquisition Specialist**

Requisition Close job er: 496

Type: Job

Pos.: 1

Agency - Parent: VA Dept

Site:

Status: Approved

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).

Jobs People

Talent Acquisition Specialist.

Select a status to move the job into:\*

Date Job Filled & Closed:\*

Applicants remaining in current statuses: 15. Manage applications

Any empty positions will be cancelled

Position Number	Type
_ 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](#)

A red arrow points to the orange box containing the applicant count and the 'Manage applications' link.

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

**PageUp**

Search by answers to questions | Merge applicants | Select a bulk action

**Public Health** (49)

Search Results

Select	Submitted	Status	Pref Name
<input checked="" type="checkbox"/>	Feb 28, 2023	New	
<input checked="" type="checkbox"/>	Mar 6, 2023	New	
<input type="checkbox"/>	Feb 27, 2023	Hired	

A red arrow points to the 'Select' checkbox in the first row of the table. A yellow circle with the number '7' is next to the 'Select' dropdown. A yellow circle with the number '2' is next to the 'Select a bulk action' dropdown. The dropdown menu is open, showing options: Bulk apply, Bulk categorize, Bulk assign, Bulk communicate, Bulk compile and send, Bulk document merge, Bulk export, Bulk invite to apply, **Bulk move**, Bulk move and send, Bulk reference check, Bulk send, Bulk task/reminder. A yellow circle with the number '3' is next to the 'Bulk move' option.

Page 1 of 1 |

Select a final application status from the dropdown.

Bulk action status: 2 Applicants Complete

You have requested to move 2 applicants.

Select a status to move 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.

Bulk action status: 2 Applicants Complete

You have requested to move 2 applicants to the status "Screen Unsuccessful".

You now have the opportunity to notify these people::

Communication template: -- No template --

Email: Applicants: ☒ Yes ☐ No

From\*:

Subject\*:

Message: Merge fields

**B**

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Formats ▾

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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,

Virginia Department of Health Recruitment Team

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



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 job into:\*

Select

Select

Filled

Cancelled

Any open sourcing channels will be closed.

Send job feedback survey:

☒ Yes

☐ No

Select a status to move the job into:\*

Filled

Date Job Filled & Closed:\*

Dec 11, 2023

Any open sourcing channels will be closed.

Send job feedback survey:

☐ Yes

☒ No

Save

Cancel