

## Close out a job opening

Closing the job opening is important for tracking and reporting purposes. This checklist walks you through how to close out the job opening.

You should wait to close out the job opening until after:

1. All vacancies/positions associated with the job opening have been filled.
2. Certifications and registers on the job opening are no longer in use.
3. The selected applicant(s) have reported to work and started their job.



Be careful about when you close out continuous job openings. When you change the job opening's status to close, all non-hired applicants will see "No Longer Under Consideration" in their account, even if they are on an active cert.

1. Enter a **Report of Action (ROA)** for each applicant on the certification(s).
  - Make sure the non-selected applicants have been notified first.
  - In the job opening, go to the **Certifications Tab**.
  - Click the **checkbox square**  for the selected applicant(s).
  - At the bottom of the page, click **Update ROA for Candidate(s)**.
  - Update the Report of Action to **Selected**. Enter any applicable comments. Click **Save**.
  - Repeat this process until all certified applicants have an ROA.



An ROA of Selected will automatically change the applicant's register status to Selected. This automation helps maintain an up-to-date register.

2. Update the **certification status**.



After you close the certification, you will not be able to change the certification status. If you need to reactivate the certification, you will need to submit a ticket.

- From the **Certifications tab**, update the Status from **Active** to **Close**.
  - Click **Yes** on the pop-up message to confirm that you want to close the certification.
3. Change the Disposition of each remaining applicant not hired or withdrawn to Reject.
    - In the job opening, go to the **Applicants Tab > All**.
    - Click the **checkbox square**  for the applicable applicant(s).
    - On the far right of the applicant row, click **Other Actions > Recruiting Actions > Edit Disposition**.
    - Update the **Disposition** to **Reject Applicant**.
    - Enter the applicable reason (typically **Not Selected**).
    - Click **Reject** if applicants have previously been notified of their non-selection. If applicants have not been notified, click **Reject and Correspond**, complete the applicable correspondence information, then click **Send**.
  4. Complete HR person and job entry for the selected applicant(s).



When you use the Prepare for Hire and Manage Hire processes, the selected applicant's disposition is automatically updated to hired. That way, you don't have to update the disposition manually.

5. *If you were not able to use the Prepare to Hire process (i.e., the selected applicant was not attached to the job opening), change the **disposition** of the selected applicant(s) to **hired**.*



You want to change the applicant's **Disposition**. **DO NOT** change the applicant's status. The Applicant Status should always be Active. Changing the applicant's status prevents the applicant from applying to other jobs.

- In the job opening, click on the **Applicants Tab > Hire** (on the far right).
  - Click the **checkbox square**  for the selected applicant(s).
  - On the far right of the applicant row, click **Other Actions > Recruiting Actions > Edit Disposition**.
  - Update the **Disposition** to **Hired** and leave the Status Reason as blank. Click **Save**.
6. Change the job opening status from open to filled/closed
    - Click on the **Details Tab** (far right) > **Opening Details** (far left).
    - In the Opening Information section of the page, update the **Status Code** of the Job Opening to **110 Filled/Closed**.
    - *If the job opening is cancelled, update the status to **Cancelled**.*