## Job Posting Actions and Closing Requisitions

The objective of this guide is to complete Job Posting Actions, including Close Requisition and Close Evergreen Requisition.

- Access Posting
- Unpost
- Evergreen Requisition Close
- Job Requisition Close
- Disposition Remaining Applicants

### Security Role

Recruiter

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# Manage Job Postings from the Job Requisition

- 1. Locate the Job Requisition related to the job posting.
- 2. Go to the Job Postings tab.
- **3.** If the job is actively posted, each posting type will be listed on the Current tab, along with associated Posting Start Date, Posting End Date and URL information.
  - a. If you need a closing date extended or an active job posting closed on a requisition, send request to <a href="mailto:state.jobs@nebraska.gov">state.jobs@nebraska.gov</a>.
    - i. Reminder: All applications received on a job posting MUST be considered for classified positions.
  - b. If the job has a historical post, the information will be on the Historical tab.

Overv	view	Candidates	Details	Organization	s Job Pos	stings		
Curre	ent	Historical						
	Post Jol							
2 item	ıs							
	Job Po	osting	Туре	Posting Start Date	Posting End Date	Job Application Template	External Posting URL	Action
	Intern	al	Internal	07/01/2024	08/01/2024	Job Application Default Template effective 02/27/2024, 3:49 PM		Actions v
	Exterr Site	al Career	External	07/01/2024	08/01/2024	Job Application Default Template effective 02/27/2024, 3:49 PM	https://son.wd1.myworkdayjobs.co m/NebraskaStateCareers/job/Lincol n-NE/Corrections-CorporalStatewi de_JR2024-00007619	Actions 🔻

- 4. To repost a closed posting on the same requisition, click **Post Job**.
- 5. Select the appropriate Job Posting Site(s).
- 6. Click OK.
- 7. Set End Date for posting based on applicable labor contract, Personnel Rules, or policy.
- 8. Click Submit.
- 9. Posting will go to State Recruiting for approval prior to being available on career sites.
- a. Note, it must meet the following criteria to be reposted. If the requisition doesn't qualify for reposting, you will be notified by State Recruiting that a new requisition is required.
  - a. The immediate prior posting must have closed within the past two weeks.
  - b. The reposted job must be posted at least two business days.

## Close an Evergreen Requisition

Note: Closing a requisition renders it inactive. You should only close a requisition if you will not be filling any more positions from the requisition.

- 1. In the Search bar type Close Evergreen Requisition.
- 2. Select Evergreen Requisition to Close.
- 3. Select Reason to close.
- 4. Enter Close Date.
- 5. Click Submit.
- 6. If the job posting is still active, State Recruiting will get a task to close the job posting.

# Close a Job Requisition

Note: Closing a requisition renders it inactive. You should only close a requisition if you will not be filling the remaining vacant positions on the requisition. Moving a candidate to the Ready for Hire step, will automatically mark the requisition as Filled.

- 1. In the Search bar type Close Job Requisition.
- 2. Select Job Requisition to Close.
- 3. Select Reason to close.
- 4. Enter Close Date.
- 5. Click Submit.
  - Note: If the job is still posted, closing the requisition will also close the job posting.
- 6. The Recruiter will receive a task to disposition the remaining applications.

### **Disposition Remaining Applicants**

- Note: Once a candidate is moved to the Ready for Hire step, all active candidates will be automatically dispositioned as Not Selected for Hire. Workday sends automatic notifications notifying candidates they were not selected when dispositioned (some notifications are delayed).
- 1. If the position is not being filled, candidates will need to be manually dispositioned. Start by locating the job requisition in the Job Requisition Workspace.
- 2. Select the candidates that need to be dispositioned and click **Decline**.
- 3. Update the disposition reasons as appropriate.
  - Note: You cannot disposition candidates in the State Talent Acquisition Review step.
- 4. Click OK.

## Run an Applicants by Job Report

- 4. Type Applicants by Job (SoN) into the search bar. Select report of same name.
- 5. Enter Job Requisition number into Job Requisition field.

Applicants by Job (SoN)					
Job Requisition	:=				
Filter Name					
Manage Filters Save					
OK Cancel					

#### 6. Click OK.

7. View results in Workday or Export to Excel as needed.