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

Contents

Let's Review How to 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 along with associated Posting End Date and url information.
    a. If you need a closing date extended or an active job posting closed on a requisition that will be filled, send request to AS.LinkHelp@nebraska.gov.
        i. Reminder: All applications received on a job posting MUST be considered for classified positions.
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.

Let's Review How to Close an Evergreen 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.

Let's Review How to Close a Job Requisition

Note: Moving a candidate to the Ready for Hire step, will automatically mark the requisition as Filled.
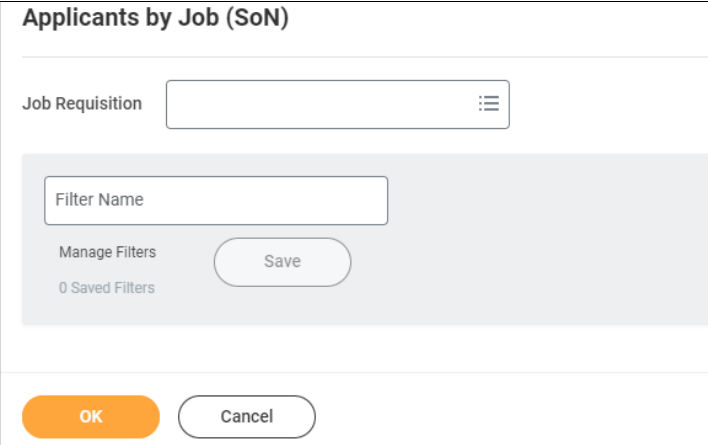
1. In the **Search bar** type **Close Job Requisition**.
2. Select **Job Requisition to Close**.
3. Select **Reason** to close.
4. Enter **Close Date**.
5. Click **Submit**.
   - **Note:** If the job is still posted, closing the requisition will also close the job posting.
6. The Recruiter will receive a task to disposition the remaining applications. The Job Requisition Audit Report can be used to determine what active candidates remain on closed job postings.

Let's Review How to 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**.

Let's Review How to 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.

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