



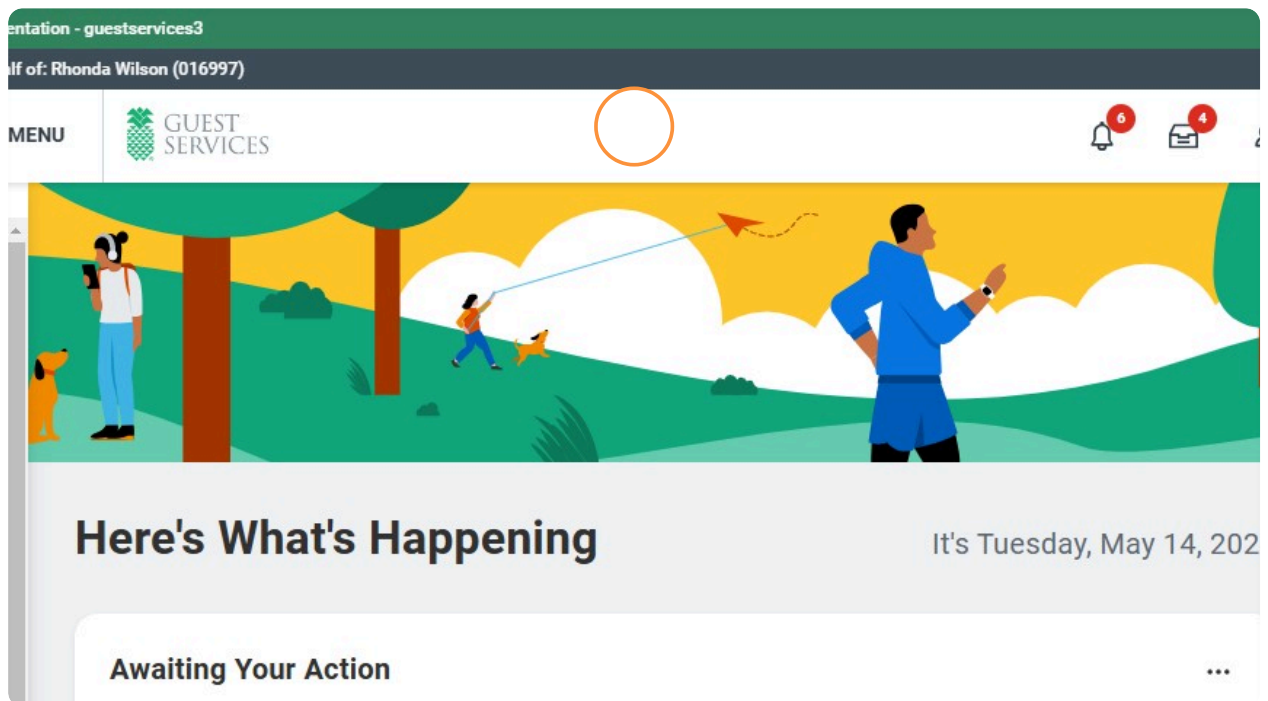
Close Job Requisition Using Workday

Stephanie Tschohl | 11 steps | 44 seconds



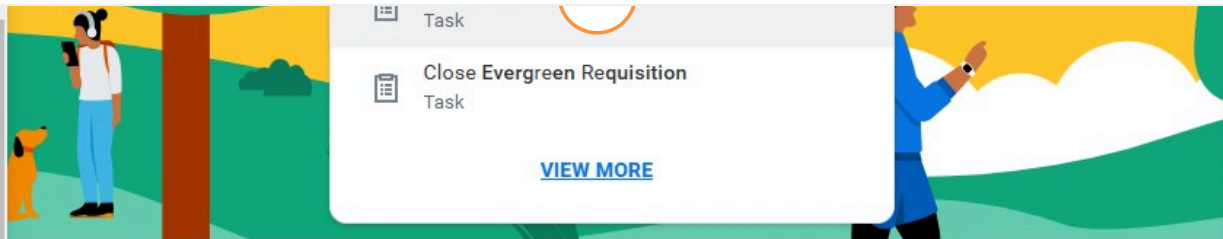
1 Navigate to Workday and sign in.

2 Click the "Search" field.



3 Start typing "Close Job Requisition" and when it appears as an option in the dropdown, click it.



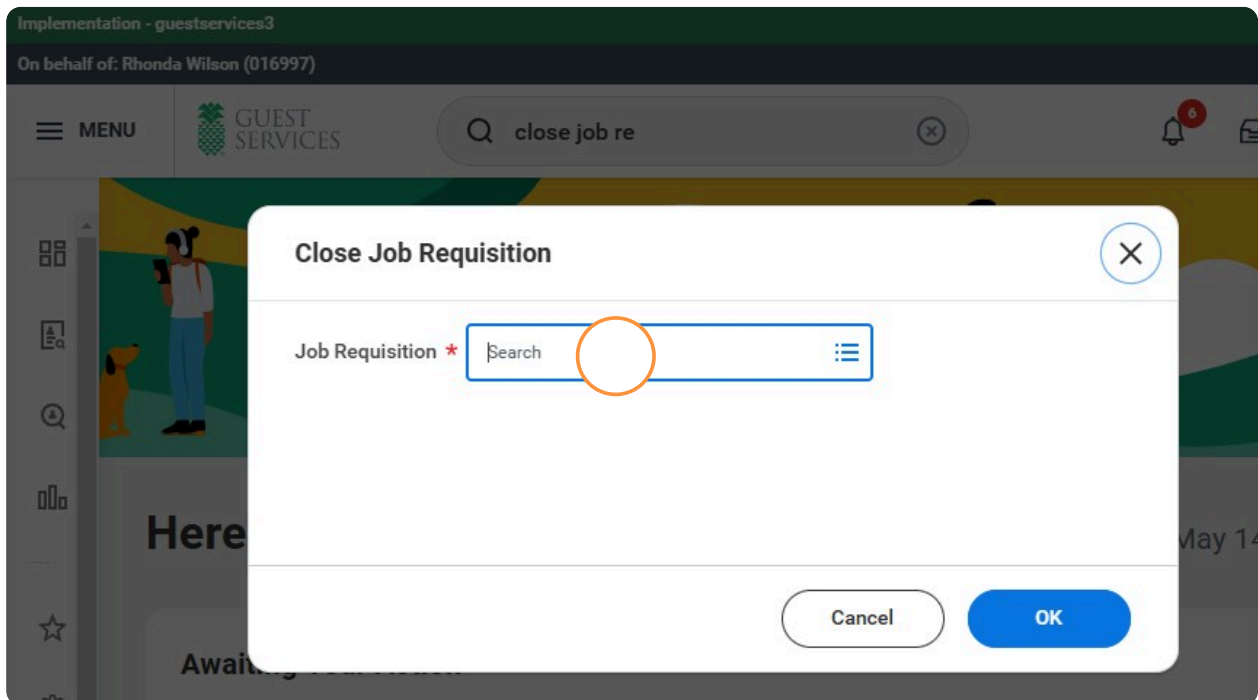


Here's What's Happening

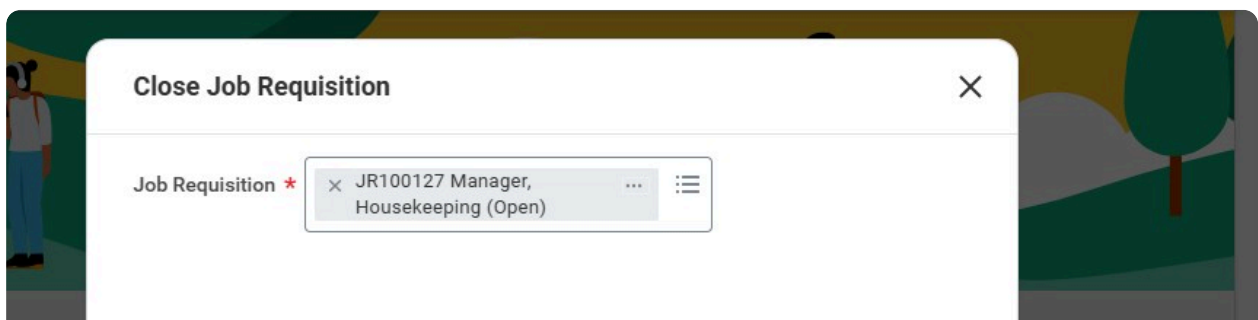
It's Tuesday, May 14, 20

Awaiting Your Action

- 4 Click the "Job Requisition" field.



- 5 Type the name of the position and hit enter. Once it appears in the Job Requisition Field, Click OK.



Awaiting

Cancel

k



Expense Report: EXPRPT-00000159, Whitney Rasmussen (017001) on 04/18/2024 for \$6.00

My Tasks - 26 day(s) ago



6 Click the "Reason" field.

Close Job Requisition



Job Requisition	JR100127 Manager, Housekeeping (Open)
Supervisory Organization	Breckenridge Main
Position	Manager, Housekeeping (Salaried) - Andrea Castro (029578)
Reason	* <input type="text" value="Search"/>
Requester	Rhonda Wilson (016997)
Close Date	* <input type="text" value="MM/DD/YYYY"/>
Close Unfilled Positions	<input type="checkbox"/>

Submit

Save for Later

Cancel

7 Use the options in this dropdown to select the most appropriate reason for closing this job requisition.

Close Job Requisition



Job Requisition	JR100127 Manager, Housekeeping (Open)
Supervisory Organization	<div>Close Job Requisition > Administrative ></div>
Position	<div>Close Job Requisition > Recruiting > astro (029578)</div>
Reason	* <input type="text" value="Search"/>
Requester	Rhonda Wilson (016997)
Close Date	* <input type="text" value="MM/DD/YYYY"/>

8 Click here.

Reason	* <div>× Recruiting > No Longer Recruiting; Position No Longer Needed</div>
Requester	Rhonda Wilson (016997)
Close Date	* MM/DD/YYYY <div></div>
Close Unfilled Positions	<input type="checkbox"/>
Job Application Template	* Job Application Default Template
Replacement For	Andrea Castro (029578)
Recruiting Instruction	Post Internally and Externally
Job Posting Title	* Manager, Housekeeping
Job Description Summary	(empty)

9 Choose the date to Close the requisition.

	<div>Needed</div>
Requester	Rhonda Wilson (016997)
Close Date	* MM/DD/YYYY <div></div>
Close Unfilled Positions	<input type="checkbox"/>
Job Application Template	* Job Application Default Template
Replacement For	Andrea Castro (029578)
Recruiting Instruction	Post Internally and Externally
Job Posting Title	* Manager, Housekeeping
Job Description Summary	(empty)
Job Description	



<

May 2024

>

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

requisition. For example, you are removing the position from your unit. If you are closing the requisition but plan on filling the open position at a later date, do not choose this option.

Reason	* <div><div>×</div> Recruiting > No Longer Recruiting; Position No Longer Needed</div>
Requester	Rhonda Wilson (016997)
Close Date	* 05/14/2024 
Close Unfilled Positions	
Job Application Template	* Job Application Default Template
Replacement For	Andrea Castro (029578)
Recruiting Instruction	Post Internally and Externally
Job Posting Title	* Manager, Housekeeping
Job Description Summary	(empty)

11 Click "Submit"

Additional Job Posting Locations	(empty)
Scheduled Weekly Hours	40
Work Shift	(empty)
Recruiting Start Date	* 08/26/2023
Target Hire Date	* 08/26/2023
Target End Date	(empty)

enter your comment



Submit

Save for Later

Cancel

