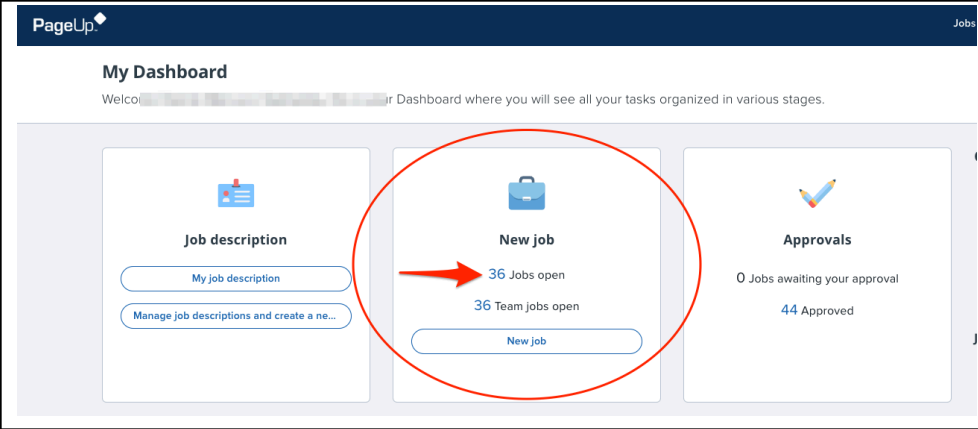
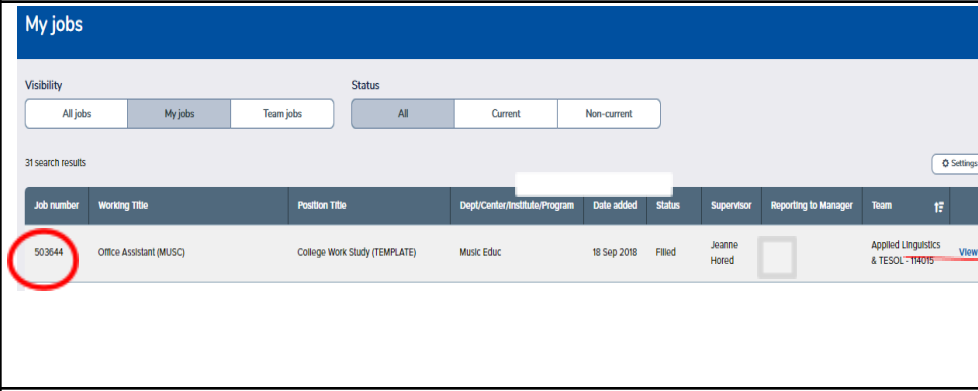
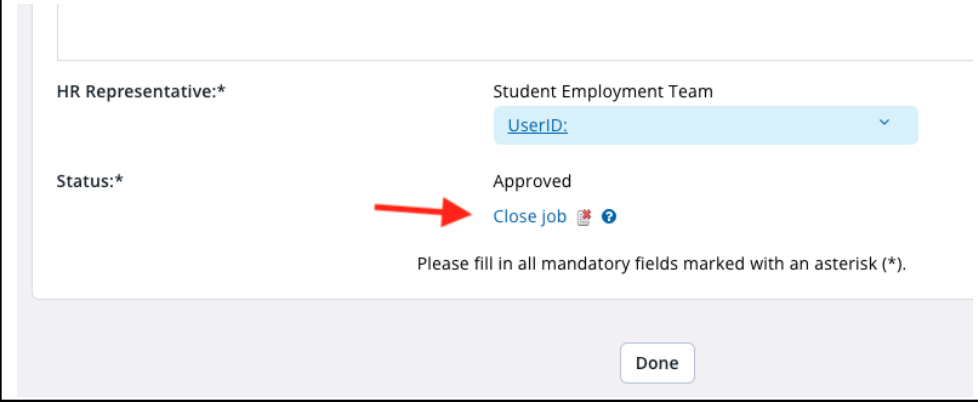
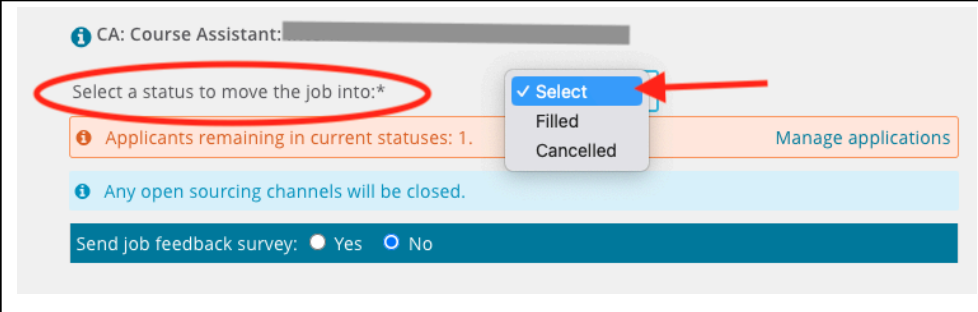


# Closing a Job

It is the **Responsibility of the Hiring Manager** to close out a job once a position has been filled or canceled.


What you need to do	What you will see
<p><b>STEP 1:</b> From your dashboard, Go to the <b>New Job</b> tile. Click on the <b>XX Jobs Open</b> link.</p> <p>*If you have not yet notified applicants, refer to the <a href="#">Managing Applicants &amp; Reasons for Non-Selection</a> user guide.</p>	 <p>The screenshot shows the 'My Dashboard' with three main tiles: 'Job description', 'New job', and 'Approvals'. The 'New job' tile is circled in red, and a red arrow points to the '36 Jobs open' text within it.</p>
<p><b>STEP 2:</b> You will be taken to your <b>My jobs</b> listing. Scroll through the list to locate the requisition you want to close.</p> <p>Once you have identified the requisition, click <b>View Job</b> in the right-most column to open it.</p>	 <p>The screenshot shows the 'My jobs' listing with filters for Visibility and Status. A table lists job details, with the job number '503644' circled in red. A red arrow points to the 'View' link in the right-most column of the table row.</p>
<p><b>STEP 3:</b> Scroll to the bottom of the requisition and click <b>Close Job</b>.</p>	 <p>The screenshot shows the 'Close Job' form with fields for 'HR Representative:*' and 'Status:*'. The 'Close job' button is circled in red, and a red arrow points to it.</p>
<p><b>STEP 4a:</b> In the <b>Select a status to move the job into:*</b> field, choose <b>Filled</b> or <b>Cancelled</b>.</p>	 <p>The screenshot shows the 'Select a status to move the job into:*' dropdown menu. The 'Filled' option is circled in red, and a red arrow points to it.</p>

**STEP 4b:**

In the **Date filled** field, input the date that the job was filled.

CA: Course Assistant: [redacted]

Select a status to move the job into:\* Filled ▾

Date filled:\* Jan 24, 2025 

**Applicants remaining in current statuses: 1.** [Manage applications](#)

**Any open sourcing channels will be closed.**

Send job feedback survey:  Yes  No

**STEP 4c: Select a reason for closing**

If the requisition's status is to be updated to **Filled**, select **Position Filled**

If the requisition's status will be **Cancelled**, select the most appropriate reason.

Reason for closing position:\* Select ▾

Comments:

**Any open sourcing channels will be closed.**

Send job feedback survey:  Yes  No

Select

Select

Position not approved by VP or Unit Head

Position outside of budget

Position outside headcount numbers

Restructure

No longer required

**Position filled**

**STEP 4d:**


You may also type in any extra details in the Comment box.

Click **Save**.

Your requisition is now closed.

FWS: [redacted]

Select a status to move the job into:\* Filled ▾

Date filled:\* Jan 24, 2025 

**Applicants remaining in current statuses: 2.** [Manage applications](#)

**Any empty positions will be cancelled**


Position no	Type
999999	New

Reason for closing position:\* Position filled ▾

Comments:

**Any open sourcing channels will be closed.**

Send job feedback survey:  Yes  No

 Save Cancel