

Close Job Requisition

Workday automatically closes job requisitions that were created in Workday for positions that are filled through the JobAps recruitment process. However, when it is decided no longer recruit for a position, the job requisition should be closed. The Close Job Requisition task is performed to close the open job requisition in Workday.

NOTE:

- There is no approval required to close a job requisition. If the requisition is closed erroneously, a new requisition should be created.
- The corresponding JobAps job requisition will be removed the following morning after the nightly Workday-to-JobAps interface is successfully completed.

Use the SPMS View All Positions Report to identify open job requisitions.

The following procedure describes how to identify open job requisitions and close them if needed.

Procedure:

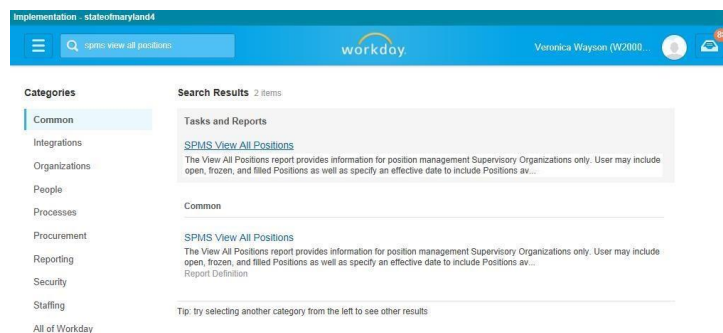
1. Type "SPMS View All Positions" in the search prompt.



Information: Use this report to find open job requisitions that are available to be closed.

2. Click the **search**  icon.

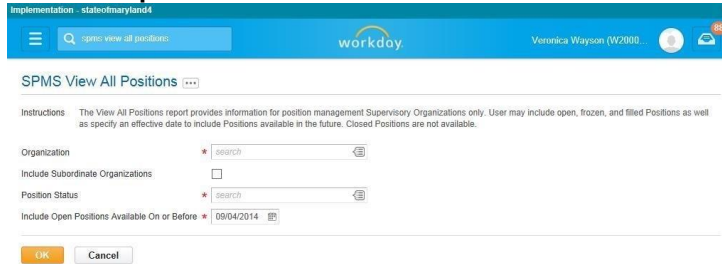
Search Results



The screenshot shows the Workday user interface. At the top, there is a search bar with the text "SPMS view all positions" entered. Below the search bar, there are two columns: "Categories" and "Search Results". The "Categories" column lists various options like Common, Integrations, Organizations, People, Processes, Procurement, Reporting, Security, Staffing, and All of Workday. The "Search Results" column shows two items, both titled "SPMS View All Positions". The first item has a description: "The View All Positions report provides information for position management Supervisory Organizations only. User may include open, frozen, and filled Positions as well as specify an effective date to include Positions av...". The second item has a description: "The View All Positions report provides information for position management Supervisory Organizations only. User may include open, frozen, and filled Positions as well as specify an effective date to include Positions av... Report Definition".

3. Click the SPMS View All Positions hyperlink.

SPMS View All Positions Report Parameters



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4. Type the name of the Supervisory Organization where the open job requisition in the Organization field.
5. Select the Include Subordinate Organizations checkbox, if desired.
6. Use the prompt to select the Position Status.

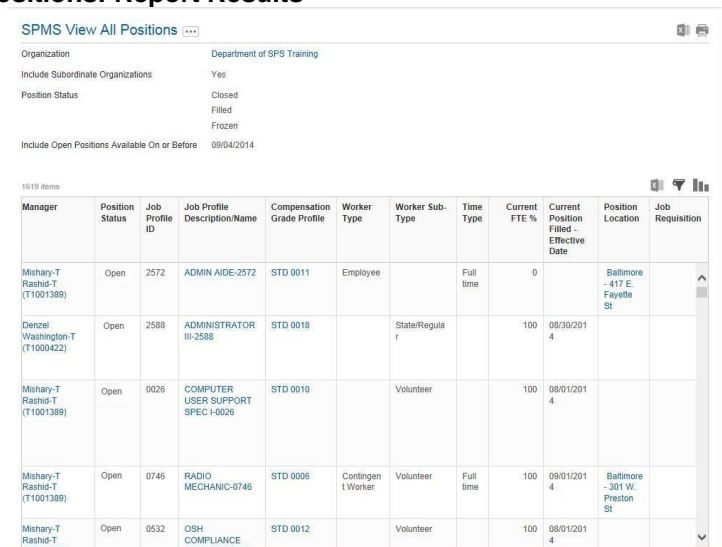


Information: Multiple position statuses can be selected one at a time. Position Statuses you can select include:


- Open
- Closed
- Filled
- Frozen

7. Click the **OK**  button.

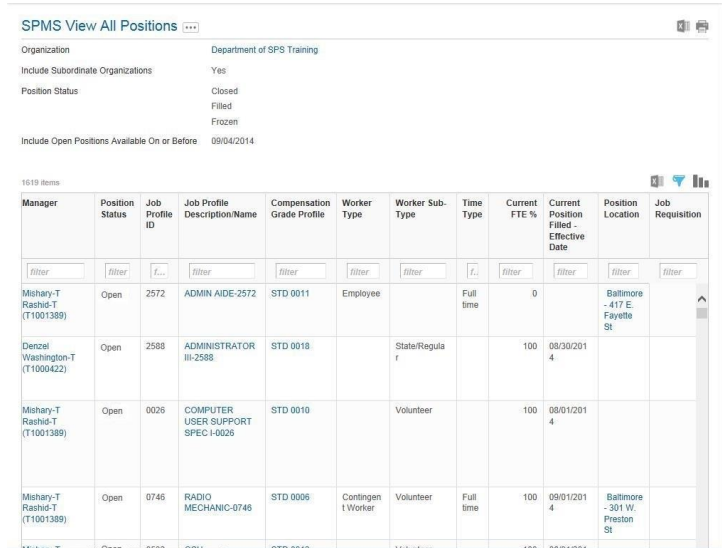
SPMS View All Positions: Report Results



Manager	Position Status	Job Profile ID	Job Profile Description/Name	Compensation Grade Profile	Worker Type	Worker Sub-Type	Time Type	Current FTE %	Current Position Filled - Effective Date	Position Location	Job Requisition
Mishary-T Rashid-T (T1001389)	Open	2572	ADMIN AIDE-2572	STD 0011	Employee		Full time	0		Baltimore - 417 E. Fayette St	
Denzel Washington-T (T1000422)	Open	2588	ADMINISTRATOR III-2588	STD 0018		State/Regular		100	08/30/2014		
Mishary-T Rashid-T (T1001389)	Open	0026	COMPUTER USER SUPPORT SPEC I-0026	STD 0010		Volunteer		100	08/01/2014		
Mishary-T Rashid-T (T1001389)	Open	0746	RADIO MECHANIC-0746	STD 0006	Contingent Worker	Volunteer	Full time	100	09/01/2014	Baltimore - 301 W. Preston St	
Mishary-T Rashid-T (T1001389)	Open	0532	OSH COMPLIANCE OFFICER-L0532	STD 0012		Volunteer		100	08/01/2014		

8. Above the report results, click the Filter  icon.

SPMS View All Positions




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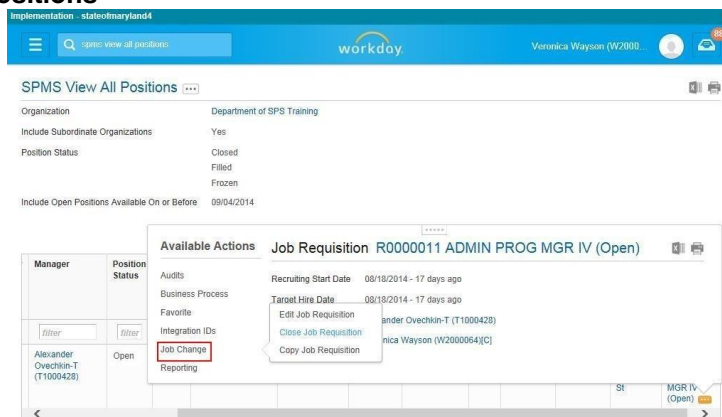
9. In the Job Requisition column, click in the Filter  field and select the desired job requisition.



Tip: When the job requisition field is blank in a line on the report, there is no open job requisition for the corresponding position.

10. From the from filtered report list, click the Related Actions and Preview  button next to open job requisition you want to close.

SPMS View All Positions



SPMS View All Positions

Organization: Department of SPS Training

Include Subordinate Organizations: Yes

Position Status: Closed, Filled, Frozen

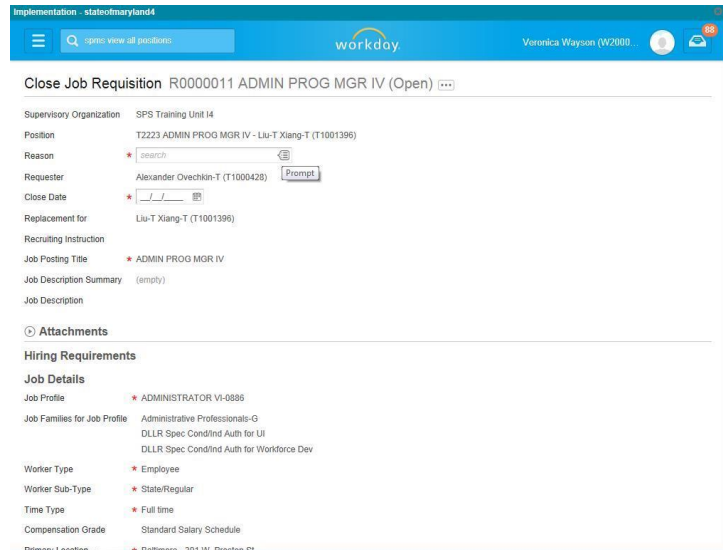
Include Open Positions Available On or Before: 09/04/2014

Available Actions for Job Requisition R0000011 ADMIN PROG MGR IV (Open):

- Audit
- Business Process
- Favorite
- Integration IDs
- Job Change
- Reporting
- Edit Job Requisition
- Close Job Requisition
- Copy Job Requisition

11. In the menu, hover over Job Change and click Close Job Requisition.

Close Job Requisition



12. On the Close Job Requisition page, review the job requisition information.

The Close Job Requisition page displays all of the information from the original job requisition including:

- Position
- Requester (of the job requisition)
- Employee being replaced (if applicable)
- Recruiting Instruction
- Job Position
- Job Description Summary (if entered)
- Job Description (e.g., Nature of Work; Examples of Work; Knowledge, Skills and Abilities; Minimum Education and Experience Requirements; Licenses, Registrations, and Certificates)
- Hiring Requirements

13. Use the prompt to select the Reason. Select Close Job Requisition > Administrative > No Longer Recruiting.

14. Use the Calendar  icon to select the Close Date.

15. Use the vertical scroll bar to access the bottom of the screen.

Close Job Requisition

Job Description

Attachments

Hiring Requirements

Job Details

Job Profile * ADMINISTRATOR VI-0888

Job Families for Job Profile
 Administrative Professionals-G
 DLLR Spec Cond/nd Auth for UI
 DLLR Spec Cond/nd Auth for Workforce Dev

Worker Type * Employee

Worker Sub-Type * State/Regular

Time Type * Full time

Compensation Grade Standard Salary Schedule

Primary Location * Baltimore - 301 W. Preston St

Additional Locations (empty)

Scheduled Weekly Hours 40

Work Shift (empty)

Recruiting Start Date * 08/18/2014

Target Hire Date * 08/18/2014

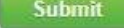
Target End Date 08/19/2014

enter your comment

Submit Cancel

View Comments (0)
 Process History
 Related Links

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16. Click the Submit  button. This will close the job requisition.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Cancel** to cancel the process and start at another time.

Close Job Requisition

implementation - stateofmaryland4

workday Vernice Wayson (W2000)

You have submitted Close Job Requisition: ADMIN PROG MGR IV ...


Do Another
 Close Job Requisition

Process Successfully Completed

Details and Process

Done

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17. The job requisition has been successfully closed. Click the Done  button.

18. The System Task is complete.