

# 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 to 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.

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2. Click the search icon.

Search Results

	workdoy. Veromica Wayson (W2000	
ategories	Search Results 2 Items	
Common	Tasks and Reports	
Integrations	SPMS View All Positions	
Organizations	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	
People		
Processes	Common	
Procurement	SPMS View All Positions	
Reporting	The View All Positions report provides information for position management Supervisory Organizations only. User may include open, trozen, and filled Positions as well as specify an effective date to include Positions av	
Security	Report Definition	
Staffing	Tip: try selecting another category from the left to see other results	
All of Workday		

System Status: The next Weekly Service Update will be on Fridary. September 5, 2014 from 6.00 p.m. PDT (GMT-7) to Sat... 3. Click the SPMS View All Positions hyperlink.



## **SPMS View All Positions Report Parameters**

SPMS View All Positio	ins		
structions The View All Positions as specify an effective	s report provides information for po a date to include Positions availabl	sition management Supervisory Organizal e in the future. Closed Positions are not av	tions only. User may include open, frozen, and filled Positions as wel railable.
rganization	* search	<b>a</b>	
clude Subordinate Organizations			
osition Status	* search	(1)	
clude Open Positions Available On	or Before * 09/04/2014 IP		

- 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**

Organization			Department o	f SPS Training								
Include Subordina	ate Organizati	ons	Yes									
Position Status			Closed									
			Filled									
			Frozen									
nclude Open Pos	itions Availab	le On or B	efore 09/04/2014									
C10 items											s <b>7</b>	in.
	0.10						-			0.11		
Manager	Status	Profile	Description/Name	Grade Profile	Type	Type	Type	FTE %	Position	Location	Requisition	n
		ID							Filled -			
									Date			
Mishary-T	Open	2572	ADMIN AIDE-2572	STD 0011	Employee		Full	0		Baltimore		
Rashid-T							time			- 417 E.		1
(11001369)										St		
Denzel	Open	2588	ADMINISTRATOR	STD 0018		State/Regula		100	08/30/201			
Washington-T			111-2588			r			4			
(11000422)												
Mishary-T	Open	0026	COMPUTER	STD 0010		Volunteer		100	08/01/201			
(T1001389)			SPEC I-0026						4			
Mishary-T Reshid-T	Open	0746	RADIO MECHANIC-0746	STD 0006	Contingen t Worker	Volunteer	Full	100	09/01/201	Baltimore		
T1001389)			MLOIN NO OTHO		C Tronical		unio			Preston		
										St		
Mishary-T	Open	0532	OSH	STD 0012		Volunteer		100	08/01/201			
T4004200)			OFFICER LOED									



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

#### **SPMS View All Positions**

Organization			Department o	f SPS Training								
Include Subordina	ate Organizati	ons	Yes									
Position Status			Closed									
			Filled									
			Frozen									
Include Open Pos	sitions Availab	le On or B	efore 09/04/2014									
1619 items											× 💎	h
Manager	Position	Job	Job Profile	Compensation	Worker	Worker Sub-	Time	Current	Current	Position	Job	
	Status	Profile	Description/Name	Grade Profile	Туре	Туре	Туре	FTE %	Position Filled -	Location	Requisiti	on
									Effective Date			
filter	filter	1	filter	filter	filter	filter	1.	filter	filter	filter	filter	
Mishary-T	Open	2572	ADMIN AIDE-2572	STD 0011	Employee		Full	0		Baltimore		~
(T1001389)							time			- 417 E. Fayette		
										St		
Denzel Washington-T	Open	2588	ADMINISTRATOR III-2588	STD 0018		State/Regula		100	08/30/201			
(T1000422)												
Mishary-T	Open	0026	COMPUTER	STD 0010		Volunteer		100	08/01/201			
Rashid-T (T1001389)			USER SUPPORT SPEC I-0026						4			
Hobert T		0746	04010	070.0000	Orationer	Mahundaran	P.ot.	400	00/04/204	Dellineses		
Rashid-T	open	0140	MECHANIC-0746	310 0000	t Worker	vounteer	time	100	4	- 301 W.		
(T1001389)										Preston St		
								100				

9. In the Job Requisition column, click in the Filter *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**

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PMS View	/ All Posit	ions				XII
rganization		Department of	of SPS Training			
clude Subordinate	e Organizations	Yes				
sition Status		Closed Filled Frozen				
clude Open Posit	ions Available C	Available Actions	Job Requisition	R0000011 ADMIN F	PROG MGR IV (Open)	Ø1 6
clude Open Posit	Position Status	Available Actions Audits Business Process Favorite	Job Requisition Recruiting Start Date 08 Taroet Hire Date 08 Edit Job Requisition	P18/2014 - 17 days ago 2018/2014 - 17 days ago 2018/2014 - 17 days ago	PROG MGR IV (Open)	Ø 6
Manager	Position Status	Available Actions Audits Business Process Favorite Integration IDs	Job Requisition Recruiting Start Date 08 Taroet Hire Date 08 Edit Job Requisition Close Job Requisition	R0000011 ADMIN F V18/2014 - 17 days ago X18/2014 - 17 days ago ander Ovechkin-T (T1000428) bio Winzeo MORDOR	PROG MGR IV (Open)	¢ e
Manager Manager ////////////////////////////////////	Position Status Open	Audits Audits Business Process Favorile Integration IDs Job Change Reporting	Job Requisition Recruiting Start Date 08 Tarteet Hire Date 08 Edit Job Requisition Close Job Requisition Copy Job Requisition	V1502014 - 17 days ago 21502014 - 17 days ago 21502014 - 17 days ago ander Ovechkin-T (71000428) nica Wayson (W2000643(C]	ROG MGR IV (Open)	Ø 6



**Close Job Requisition** 

	w all positions	workday.	Veronica Wayson (W2000	
Close Job Req	uisition R0000011 A	DMIN PROG MGR IV (Open)		
Supervisory Organization Position Requester Close Date Replacement for Recruiting Instruction Job Posting Title Job Description	SPS Training Unit I 4     T2223 ADMIN PROG MGR IV     Search     Alexander Ovechkin-T (11000      Mexander Ovechkin-T (11001396)     Liu-T Xiang-T (11001396)     ADMIN PROG MGR IV     g (empty)	- Lu-T Xiang-T (T1001396)		
Attachments     Hiring Requireme Job Details Job Profile Job Families for Job Profile	* ADMINISTRATOR VI-0836 ile Administrative Professionals DLLR Spec Cond/Ind Auth fo	G r Ui		
Worker Type Worker Sub-Type	DLLR Spec Cond/Ind Auth fo * Employee * State/Regular	r Workforce Dev		
Compensation Grade	* Full time Standard Salary Schedule			

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 III icon to select the Close Date.
- 15. Use the vertical scroll bar to access the bottom of the screen.



## **Close Job Requisition**

Attachments		
Hiring Requirement	S	
Job Details		
ob Profile	* ADMINISTRATOR VI-0886	
lob Families for Job Profile	Administrative Professionals-O DLLR Spec-Conditina Auth for UI DLLR Spec-Conditina Auth for Vionforce Dev	
Vorker Type	* Employee	
Vorker Sub-Type	* State/Regular	
ime Type	* Full time	
ompensation Grade	Standard Salary Schedule	
rimary Location	* Baltimore - 301 W. Preston St	
dditional Locations	(emply)	
cheduled Weekly Hours	40	
Vork Shift	(empty)	
ecruiting Start Date	* 08/18/2014	
arget Hire Date	* 08/18/2014	
arget End Date	08/19/2014	
enter your comn		View Comments (0) Process History
	Submit Cancel	Related Links
tem Status: The next Wee	kiv Service Update will be on Friday. September 5, 2014 from 6:00 p.m. PDT (GMT -7) to S @ 2014 Work	day. Inc. All rights reserved.

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	
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17.	The job requisition has been successfully closed. Click the Done	Done	button.
40	The Oustan Table's complete		

18. The System Task is complete.