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.
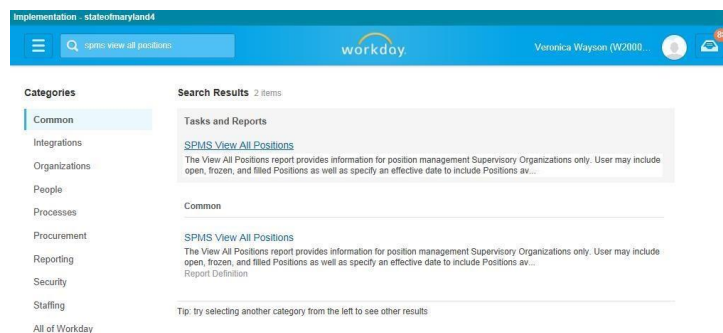
Procedure:

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.
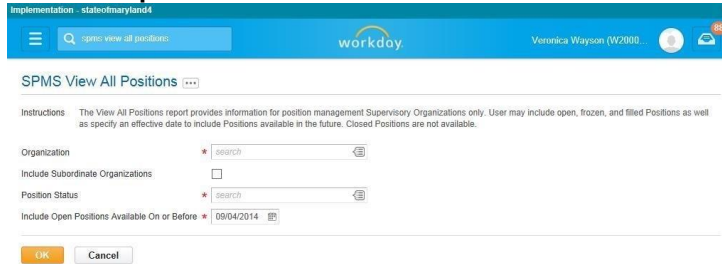
2. Click the **search** icon.

   Search Results

3. Click the SPMS View All Positions hyperlink.

SPMS View All Positions Report Parameters

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.

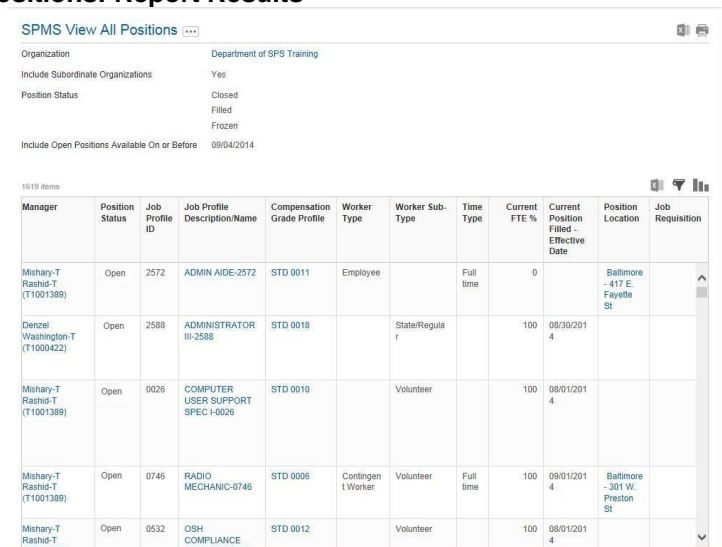6. Use the prompt to select the Position Status.

> **Information**: Multiple position statuses can be selected one at a time. Position Statuses you can select include:
> - Open
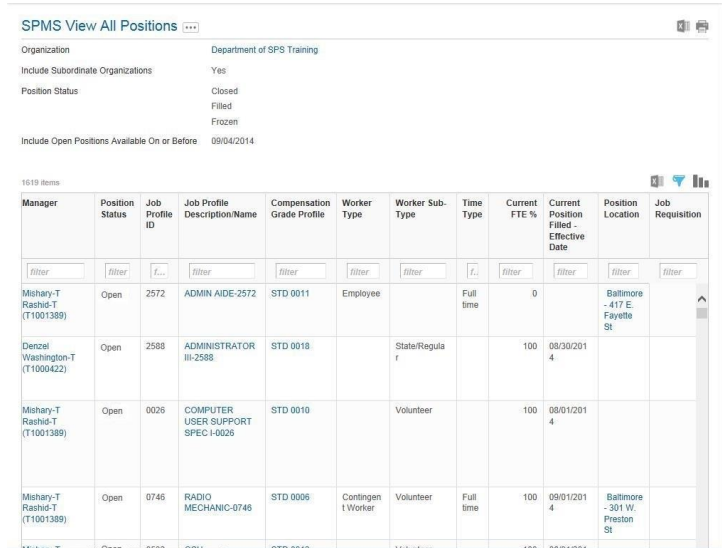> - Closed
> - Filled
> - Frozen

7. Click the **OK** OK button.

SPMS View All Positions: Report Results

8. Above the report results, click the Filter 🔻 icon.
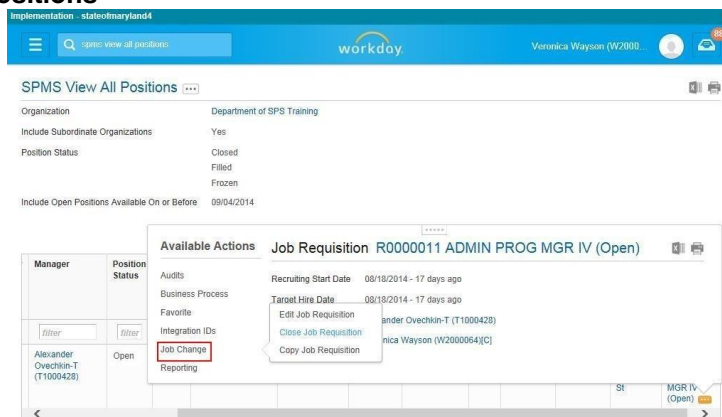
SPMS View All Positions

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

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

16. Click the Submit **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.

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

18. The System Task is complete.