Close Job Requisition
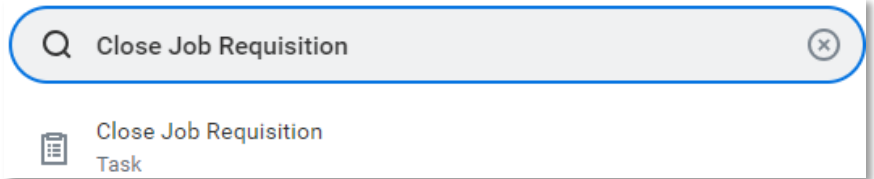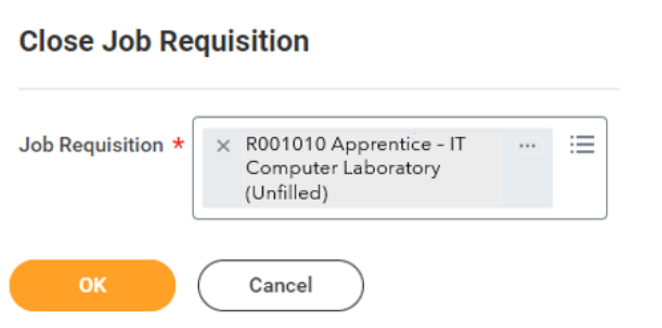
1. Type **Close Job Requisition** in the search bar. Click the task to begin.

   > Q Close Job Requisition ⊗
   >
   > 📋 Close Job Requisition
   >   Task

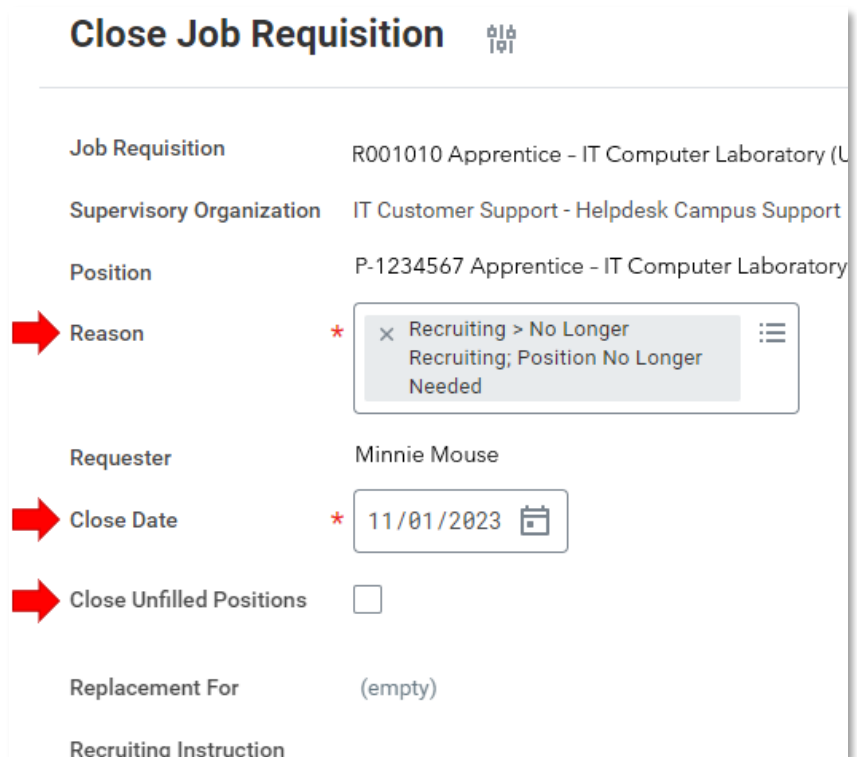2. Input the **Requisition Number** that you wish to close.

   Close Job Requisition

   Job Requisition *   ✕ R001010 Apprentice – IT Computer Laboratory (Unfilled)

   [OK] (Cancel)

   Click **OK**.

3. Select the **Reason**. Add the **Close Date**. If you want to keep the position tied to the requisition open, nothing further needs to be selected. If you would like to close any unfilled positions tied to the requisition, check the box labeled "**Close Unfilled Positions**".

   An example of wanting to keep a position open after a requisition is closed, is if you plan to eventually hire into that role, but are closing the requisition for now to avoid applications coming in.

   Close Job Requisition

   Job Requisition   R001010 Apprentice – IT Computer Laboratory (U

   Supervisory Organization IT Customer Support – Helpdesk Campus Support

   Position   P-1234567 Apprentice – IT Computer Laboratory

   Reason   *   ✕ Recruiting > No Longer Recruiting; Position No Longer Needed

   Requester   Minnie Mouse

   Close Date   *   11/01/2023 📅

   Close Unfilled Positions ☐

   Replacement For   (empty)

   Recruiting Instruction

4. **Submit**

5. The **HR Partner** will get a Workday inbox task to Approve closing the job requisition.

You have submitted

Up Next: Captain Hook | Approval by HR Partner

View Details