

# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## CLOSING A JOB

### CLOSING A JOB

Closing a job using the following steps will ensure that:

- Any open sourcing channels are closed (e.g. If your job is being advertised on the website or intranet, the ad will come down).
- Your job will move from a Current Job status into a Non-current job status.
- Your job will no longer appear on your Dashboard.

**NOTE:** Please be aware that once a job has been closed, applicants can no longer apply for that job (unless you invite them). When closing a job, sourcing information is removed and prevents a job from being advertised.

- Select **“Manage Jobs”** from the **“Hamburger View”**. From the **“Manage Jobs”** view, you can see all requisitions (PARFs) to which you are assigned.

Job No.	Date created	User	Title	Area	Department	Status	Application	Site	Opening date	Closing date	Hiring manager	Sourced
493285	28 Apr 2016	JR	Cheesemaker	Agri. Fores	010208-Dair	Approve 1	1		28 Apr 2016		Harry Hire	✓
492285	13 Apr 2016	JR	Accounts Receivable Speciali	Budget an	450200-Offic	Approve 0			13 Apr 2016		Harry Hire	✓
492284	6 Apr 2016	JR	Accounts Receivable Speciali	Budget an	450200-Offic	Approve 1			6 Apr 2016		Harry Hire	✓
492278	30 Mar 2016	HH	Mickey Mouse	Budget an	450200-Offic	Approve 2			30 Mar 2016	3 Apr 2016	Harry Hire	✗
492275	28 Mar 2016	CB	ACME Product Tester	Campus S	490101-Facil	Approve 2			28 Mar 2016	5 Apr 2016	Fred Flintstone	✗
492271	25 Mar 2016	GL	Library Assistant	Agri. Fores	181100-CVM	Approve 1			25 Mar 2016		Harry Hire	✓
492270	24 Mar 2016	GL	Administrative Assistant I	Research-I	030600-Sten	Approve 1			24 Mar 2016		Harry Hire	✓
492218	12 Jan 2016	GL	test_job_289557	Budget an	470200-Accc	Approve 7			1 Mar 2016		Harry Hire	✓
492228	19 Feb 2016	JR	Research Assistant II	Academic	700300-ITS /	Approve 8			19 Feb 2016		Harry Hire	✓

- Locate the **Requisition (PARF)** you would like to close and select the **“Close Job”** Ikon.



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- The close job page below will be displayed.

Accounts Receivable Specialist.

Select a status to move the job into:\*

Any empty positions will be cancelled

Reason for cancelling position:\*

Select a status from the dropdown box

Position no	Type
001365	Replacement
new	New

Any open sourcing channels will be closed.

Send job feedback survey:  Yes  No

To:\*

From:\*

Subject:\*

Message:\*

Format selection  **B** **I**         Tools

Dear Harry,

I recently filled the position of **Accounts Receivable Specialist** for you, and I would appreciate your feedback on your experience.

This quick survey should only take a minute to complete:

<https://secureuat.dc4.pageuppeople.com/apply/773/gateway/default.asp?sData=udUN%2Fth7MQt23kPqda.JsAlrCB%2B%2FOYmNiBrx26kBKvFPTCdfZOsh9rtyFWzikCBf>

Thank you.

Kind regards,

**Job Template**  
Department of Human Resources Management  
Mississippi State University

- Select the **“Job Status”** from the dropdown box you would like to move the job too.
- Select **“Not Applicable”** in the **“Reason for Cancelling Position”** dropdown box, if you selected **“Filled”** in the previous dropdown box. (This is a required field)
- Select **“No”** in the email. (We are not conducting any surveys at this time).
- The window below will appear.

Accounts Receivable Specialist.

Select a status to move the job into:\*

Date filled:\*

Any empty positions will be cancelled

Reason for cancelling position:\*

Comments:

Position no	Type
001365	Replacement
new	New

Any open sourcing channels will be closed.

Send job feedback survey:  Yes  No

- Select **“Save”**.
- The job will be moved into the selected job status.