

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.

PARF No.	Date created	User	Title	Division	Department	Status	Site	Opening date	Closing date	Hiring Coordinator	Sourced
new	Sep 19, 2016	LR	Intermittent Worker	Student Affairs - STA	411505 - Sanderson Center	Filled		Sep 19, 2016	Sep 21, 2016	Phillip Collins	×
9797	Oct 12, 2016	SEG	Athletic Academic Proctor (Pool)	Academic Affairs - AAA	300601 - The Dept of Ath Acad Supp Ser	Filled		Oct 17, 2016	Feb 15, 2018	Mariah McCulloch	×
9796	Oct 6, 2016	SEG	Athletic Academic Tutor (Pool)	Academic Affairs - AAA	300601 - The Dept of Ath Acad Supp Ser	Withdrawn		Oct 17, 2016	Feb 9, 2018	Kristi Dean	×
508590	Nov 21, 2024	RC	Academic Records Assistant	Academic Affairs-College of Arts and Sci	031900 - Chemistry	Offer		Nov 22, 2024	Jan 15, 2025	Rachael Caldwell	✓
508589	Nov 14, 2024	MH	Office Associate	Agri. Forestry and Vet Medicine - CALS - 012102 - Human Sciences- Early Childhood		Draft				Matthew Hester	×
508588	Nov 14, 2024	JM	Lecturer	Academic Affairs-College of Arts and Sci	032700 - Communication	Pending approval				Kala LeGrand	×
508587	Nov 14, 2024	EC	Assistant or Associate Professor	Academic Affairs-College of Education - 051300 - TeacherEd&Leadership	(TEAL)	Draft				Elizabeth Carrithers	×

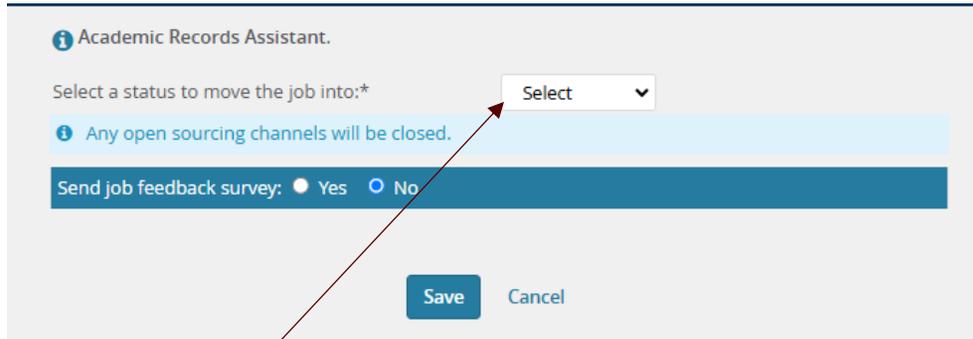
- Locate the **Requisition (PARF)** you would like to close and select the **“Close Job”** Icon.



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- The close job page below will be displayed.



Academic Records Assistant.

Select a status to move the job into:*

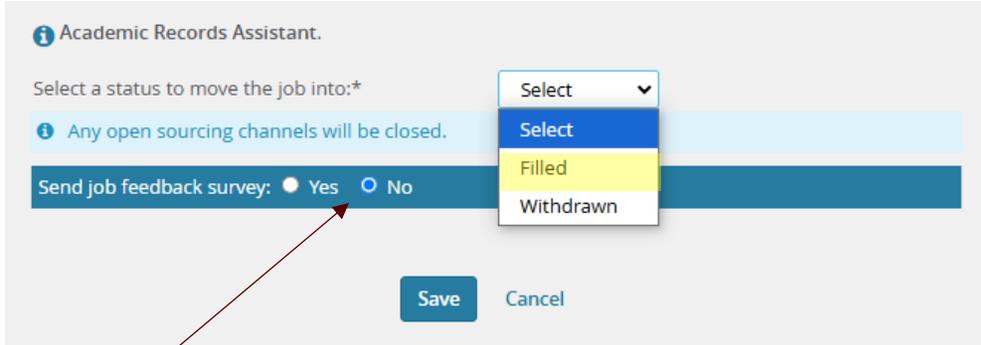
Any open sourcing channels will be closed.

Send job feedback survey: Yes No

Save Cancel

The screenshot shows a form with a dropdown menu labeled "Select" that is currently closed. A red arrow points from the dropdown menu to the "Job Status" option in the next screenshot.

- Select the **"Job Status"** from the dropdown box you would like to move the job too.



Academic Records Assistant.

Select a status to move the job into:*

Any open sourcing channels will be closed.

Send job feedback survey: Yes No

Save Cancel

The screenshot shows the same form as the previous one, but the dropdown menu is now open, displaying the following options: "Select", "Filled", and "Withdrawn". A red arrow points from the "Filled" option to the "No" radio button in the next screenshot.

- Select **"No"** in the email. (We are not conducting any surveys at this time).
- The window below will appear.

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 Academic Records Assistant.

Select a status to move the job into:*

Date filled:* 

 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.