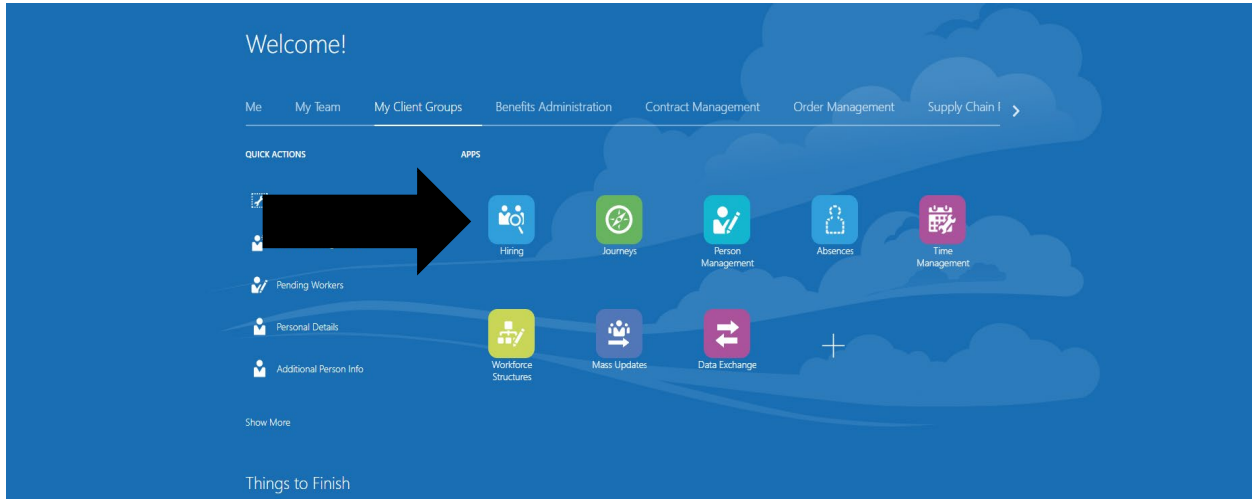


## Closing a Job Posting to stop applicants from applying

After you have hired all of your students for your job you can close the job by following the steps below. Please make sure all of your hiring for the academic year has taken place first. All job offers must be completed before you should perform this action.



At you home page select the Hiring tile.

This should bring you to all of your job requisitions. See below.

The screenshot shows a "Job Requisitions" page with a table of job listings. A blue arrow points to the "SW-Dining Services Intern (1430)" row. The table has columns for job title, status, location, and application statistics.

Job Title	Status	Location	Applications	Prospects
SW-Community Assistant (1434)	Draft - In Progress	Saratoga Springs, NY, United States	0	0
SW-Communications Assistant (1433)	Draft - In Progress	Saratoga Springs, NY, United States	0	0
SW-Academic Shop Assistant (1432)	Draft - In Progress	Saratoga Springs, NY, United States	0	0
SW-Soccer Intramural Official (1431)	Open - Posted	Saratoga Springs, NY, United States	2	0
SW-Dining Services Intern (1430)	Open - Posted	Saratoga Springs, NY, United States	9	0
SW-Dining Services (1425)	Open - Posted	Saratoga Springs, NY, United States	1	0

Find the job you wish to close for the academic year and click on that job.

It will bring you to this screen below.

SW-Dining Services Intern: Overview  
1430

Actions

Overview  
Details  
Job Formatting  
Posting  
Interactions  
Interviews  
Feedback  
Progress

2	9	0	0	0
New - To be Reviewed	Active Applications	Hires	Unconfirmed Applications	Referred Prospects

Key Highlights

<b>Requisition Status</b> Open - Posted	<b>Recruiter</b> Karlene Kunigiel
<b>Requisition Type</b> Standard	<b>Recruiting Type</b> Student
<b>Requisition Number</b> 1430	<b>Location</b> Saratoga Springs, NY, United States
<b>Hiring Manager</b> Emily DeLorenzo	

If you would like to close this job, click on the actions choice and a drop down box should appear.

SW-Dining Services Intern: Overview  
1430

Actions

Fill Job Requisition  
Preview Job Requisition  
Translate Job Requisition  
Send Message to Team  
Suspend Job Requisition  
Cancel Job Requisition

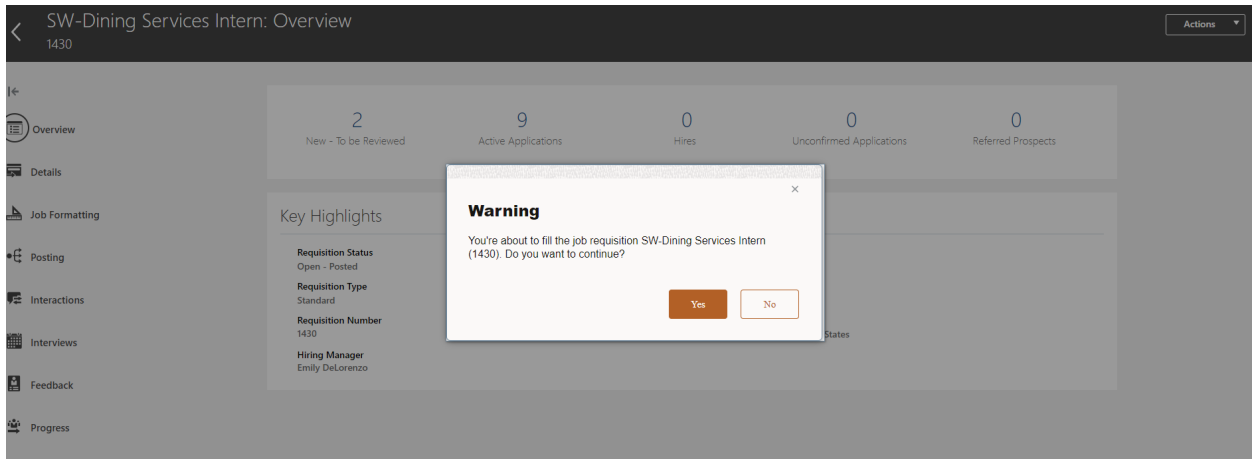
Overview  
Details  
Job Formatting  
Posting  
Interactions  
Interviews  
Feedback  
Progress

2	9	0	0	0
New - To be Reviewed	Active Applications	Hires	Unconfirmed Applications	Referred Prospects

Key Highlights

<b>Requisition Status</b> Open - Posted	<b>Recruiter</b> Karlene Kunigiel
<b>Requisition Type</b> Standard	<b>Recruiting Type</b> Student
<b>Requisition Number</b> 1430	<b>Location</b> Saratoga Springs, NY, United States
<b>Hiring Manager</b> Emily DeLorenzo	

Select Fill Job Requisition and a pop-up box similar to what is shown below should appear.



Click on yes and you should get another pop-up box that appears and says that the job requisition has been filled.