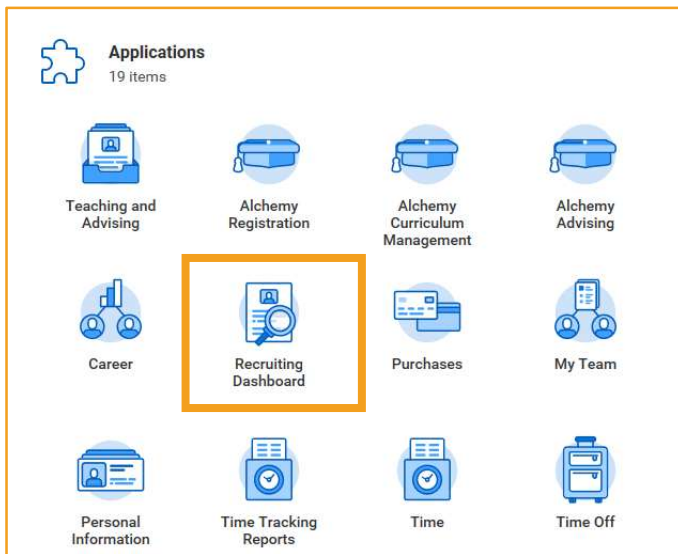


UNPOST JOB REQUISITIONS

Here's how to un-post a job requisition.

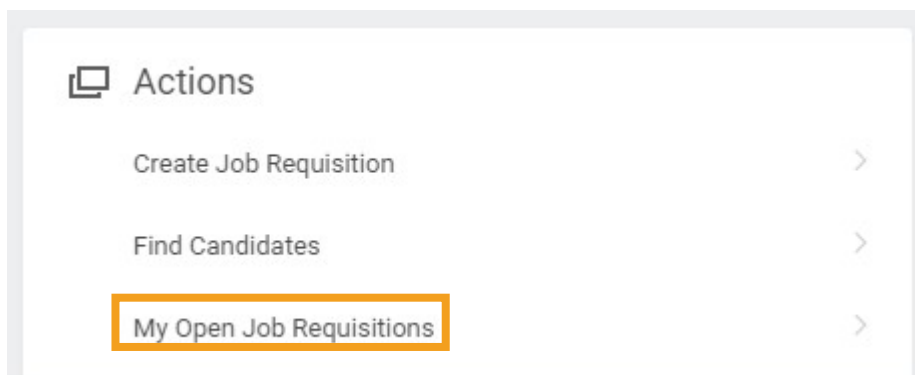
STEP 1

After logging in to Workday, select the **Recruiting Dashboard** icon.



STEP 2

On the **Recruiting** page, under the **Actions** section click on **My Open Job Requisition**.



STEP 3

From **My Open Job Requisition** page in **Workday Organization Role** box it should say **Manager** and then click **OK**.

My Open Job Requisitions

Workday Organization Role ✖ Manager ⋮

OK

Cancel

STEP 4

From here you should see a list of your Open jobs.

- Click on the Job Requisition that you want

← My Open Job Requisitions Actions

Workday Organization Role Manager

1 item

Job Requisition	Primary Location	Recruiter	Supervisory Organization	Recruiting Star
R0000386 Office Assistant Test Job (Open)	Rauch Admin		Financial Assistance (JM) (Karla Aguirre)	07/26/2019 - T

STEP 5

You will now be in the Open Job Requisition.

- Click on Job Postings


R0000386 Office Assistant Test Job (Open)

Actions

Recruiting Start Date07/26/2019 - 5 days ago

Target Hire Date08/25/2019 - 25 days to go

Primary LocationRauch Admin



Karla Aguirre
Hiring Manager

Overview

Candidates

Details

Organizations

Qualifications

Job Postings

Step 6

You will now see the posted job and to which site (undergraduate or graduate) Student Jobs site it is being posted to.

- Check off the box to the site that you want to take down
- Click Unpost Jobs

OverviewCandidatesDetailsOrganizationsQualificationsJob Postings

Post Job

1 itemAll 1 selected

<input type="checkbox"/>	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template
<input checked="" type="checkbox"/>	Undergraduate Student Jobs	Internal (Non-Worker)	07/26/2019			Job Application Default Template effective 06/04/2018 12:07

Unpost Jobs

Step 7

It will show you what you selected from to unpost


- Click Submit

Unpost Jobs

R0000386 Office Assistant Test Job (Open) [Actions](#)

1 item

Site	Start Date	End Date
Undergraduate Student Jobs	07/26/2019	




[Submit](#) [Cancel](#)

Step 8

You will get a message and the green check that you have unposted the job so you can click Done and it will come off.

You have submitted

Update Job Posting: R0000386 Office Assistant Test Job [Actions](#)



Process Successfully Completed

[Details and Process](#)

[Done](#)