Accessing a closed requisition on PageUp

Why is this important?

HCS liaisons may need to access a closed requisition to add in interview notes, review a previous advertisement, or obtain information regarding a previous search.

Manage Jobs

From the Hamburger menu, click on Manage Jobs

In the Status menu, select Non current recruitment

This search will result in all closed or cancelled requisitions. The Show other search criteria menu will allow you to search using specific criteria such as Position title or Requisition #.

For more information on best practices, contact your Talent Acquisition Strategic Partner

Talent Tips Archive

A Talent Tip Archive is now available in the Hiring Toolkit page. If you would like to retrieve a previous Talent Tip, please click here

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