

## Closing a Posting

**Note: Be sure to 'Allow pop-ups' for the Talent Acquisition System (TAS)**

This is also known as archiving a Job. The purpose of closing a job is to move the job from current recruitment to non-current recruitment. In closing a job, the job is removed from the dashboard of current recruitment and moved to the non-current recruitment area. When closing a job using the process below, any open sourcing channels will be closed off and the time to fill clock will stop.

Users will be prompted if there are any applicants remaining in a current application status that may require communication that the job has been closed / filled. Once a job has been closed, applicants can no longer apply unless they are invited - see below.

When you close a job, users are alerted if there are applicants remaining in a current status that need to be communicated to or actioned. It gives users easy access to bulk-move these relevant applicants by directing users to the **Manage applications** page. Once the bulk action has been completed, users are redirected back to the page to continue closing the job.

If a job's approval process is still in progress, then the **Close job** text link will not display at the bottom of a job card.

### To close a job:

1. From the side menu, click **Manage jobs**.
2. Locate a job you would like to close
3. Click the **i** icon then click the **Close** icon.
4. Select the job status that you would like to move the job into upon closing. Only non-current recruitment job statuses are displayed.
5. If relevant, select a reason for cancelling the position(s).
6. If relevant, notify any agency impacted.
7. Click **Save**.

### Viewing closed jobs

1. From the side menu, click **Manage jobs**.
2. From the **Status** drop-down list at the top of the page, select **Non Current Recruitment**.
3. Click **Search** and wait while the search is performed.

All jobs in non-current job statuses will be displayed. To return to your list of current/open jobs, perform the same steps but instead select **Current Recruitment** from then status drop-down list.