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Overview

Closing the job opening is the final step in the recruitment process.

Once the following steps are complete, the agency should close out the job opening:

- All positions associated with the job opening have been filled
- There are accepted job offers entered for each selected applicant
- The non-selected applicants are in Reject Status
- All non-selected applicants have been notified
- The HR entry for the selected applicant(s) is complete
- The applicant(s) have reported to work and started their job

The status of the job opening should also be updated if the job opening is cancelled (update Status Code to 120 Canceled).

This job aid will go over the following close-out steps:

1. Updating the ROA on the Certification
2. Updating the Registrant Status of the Selected applicant
3. Closing the Certification
4. Update of the disposition for the selected applicant
5. Closing (updating the status) of the Job Opening

Updating ROA for All Applicants on Certification

Prior to closing a Job Opening, every applicant on the certification must have an ROA entered on the Certification(s).

1. Go to the **Certifications Tab** of the Job Opening
2. Select the applicant(s) who have been hired and click **Update ROA for Candidate(s)**

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Closing a Job Opening

<input checked="" type="checkbox"/>	91.000	Carrie	<input type="checkbox"/>
<input checked="" type="checkbox"/>	91.000	Matthe	<input type="checkbox"/>
<input type="checkbox"/>	88.000	David	<input type="checkbox"/>
<input type="checkbox"/>	88.000	Jesse	<input type="checkbox"/>
<input type="checkbox"/>	88.000	Kathe	<input checked="" type="checkbox"/>
<input type="checkbox"/>	76.000	Ashle	<input type="checkbox"/>
<input type="checkbox"/>	76.000	Danie	<input type="checkbox"/>
<input type="checkbox"/>	70.000	Brane	<input type="checkbox"/>
<input type="checkbox"/>	70.000	Dena	<input checked="" type="checkbox"/>
<input type="checkbox"/>	70.000	Josef	<input type="checkbox"/>

Select All Un-select All

Actions

Update ROA for Candidate(s) Get More Names Email

- Update the **Report of Action** to **Selected**. Enter any applicable comments. Click **Save**.

Update Report of Action

Help

Name	Current Report of Action
Matthe	
Carrie	

Report of Action Selected

Comment

Save Cancel

- The ROA will be updated to Selected.

How Certified	ROA
Basic	Selected
Basic	Selected

- Repeat this process for the non-selected applicants until all applicants have an ROA.

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Closing a Job Opening

91.000	Carrie [REDACTED]	<input type="checkbox"/>	Female	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Basic	Selected
91.000	Matthew [REDACTED]	<input type="checkbox"/>	Male	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basic	Selected
88.000	Daniel [REDACTED]	<input type="checkbox"/>	Male	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basic	Not Selected
88.000	Jesse [REDACTED]	<input type="checkbox"/>	Male	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basic	Not Selected
88.000	Katherine [REDACTED]	<input checked="" type="checkbox"/>	Female	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Basic	Not Selected
76.000	Ashley [REDACTED]	<input type="checkbox"/>	Female	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Basic	Not Selected
76.000	Daniel [REDACTED]	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basic	Not Selected
70.000	Brandi [REDACTED]	<input type="checkbox"/>	Female	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basic	Not Interested
70.000	Dena [REDACTED]	<input checked="" type="checkbox"/>	Female	<input type="checkbox"/>	Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basic	Selected
70.000	Josef [REDACTED]	<input type="checkbox"/>	Male	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basic	Selected



When you enter an ROA of Selected on the Certification, it automatically updates the applicant's Registrant status to Selected. You do not need to update the Registrant Status.

23	70.175	Victoria [REDACTED]	Active
4	89.474	Tatyana [REDACTED]	Selected
15	78.947	Stephan [REDACTED]	Active

Closing the Certification

Once the hire date passed (or the final hire date if there are multiple hires), you will need to update the status of the Certification to Closed. Once the certification is Closed, if there is a need to re-open it, you will need to submit a ticket.

1. From the **Certifications** tab, update the Status from **Active** to **Closed**.

2. Once you select **Closed**, the following message will display. Click **Yes**.

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Closing a Job Opening

3. The status of the Cert will update to Close.

Rejecting and Notifying Applicant(s)

Once the Certification is Closed, all applicants not hired or withdrawn must be notified and have their disposition changed to Reject.

All (20)

Applied (0)

Reviewed (0)

Screen (11)

Interview (0)

Offer (0)

Hire (1)

Hold (0)

Reject (8)

Applicants

Select	Applicant Name ↑	Applicant ID	Type	Disposition	Disposition Date	Application Date	Application	Resume	Mark Reviewed	Route	Interview
<input type="checkbox"/>			External	Hired	08/22/2023	05/31/2023					
<input type="checkbox"/>			Employee	Reject	06/19/2023	06/05/2023					
<input type="checkbox"/>			External	Screen	06/16/2023	06/07/2023					
<input type="checkbox"/>			External	Screen	06/16/2023	06/06/2023					

Steps to Reject an applicant are outlined in the [Eligibility Notification Guidance](#) job aid.

All (4)

Applied (0)

Reviewed (0)

Screen (0)

Interview (0)

Offer (0)

Hire (1)

Hold (0)

Reject (3)

Applicants

Select	Applicant Name	Applicant ID	Type	Disposition	Disposition Date	Application Date	Application	Resume	Mark Reviewed	Route	Interview
<input type="checkbox"/>			External	Reject	07/11/2023	06/29/2023					
<input type="checkbox"/>			Employee	Hired	08/30/2023	07/04/2023					
<input type="checkbox"/>			External	Reject	07/11/2023	06/26/2023					
<input type="checkbox"/>			External	Reject	07/11/2023	06/30/2023					

This is a critical step because it will update the applicant's Application Status in the My Job Applications section. Applicants will be able to see that they are no longer under consideration. Refer to the [Candidate Application Status](#) job aid for a list of dispositions and their corresponding Application Statuses.

Closing a Job Opening

Updating the Disposition of the Selected Applicant(s) to Hired

Once you have used the Prepare for Hire process and pushed the applicant to Manage Hires, the applicant will have a disposition of Ready.

Applicants

Applicant Search

Applicant Screening

Register

Activity & Attachments

Details

All (3)

Applied (2)

Reviewed (0)

Screen (0)

Interview (0)

Offer (0)

Hire (1)

Applicants ?

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Reject
<input type="checkbox"/>			External	Ready			

Select All

Deselect All

If the HR entry associated with the Hire is done via Manage Hires, the Disposition will be updated to Hired when the job entry is complete.

Applicant Name	Applicant ID	Type	Disposition
[Redacted]	[Redacted]	External	Hired
Deselect All			

If the HR entry is NOT done via Manage Hires, you must manually update the applicant's disposition to Hired. Once all HR entry is done and the hire date has passed, update the applicant's disposition to Hired.

1. Select the applicant from the **Applicants – Hire tab**

Applicants

Applicant Search

Applicant Screening

Register

Activity & Attachments

Details

All (3)

Applied (2)

Reviewed (0)

Screen (0)

Interview (0)

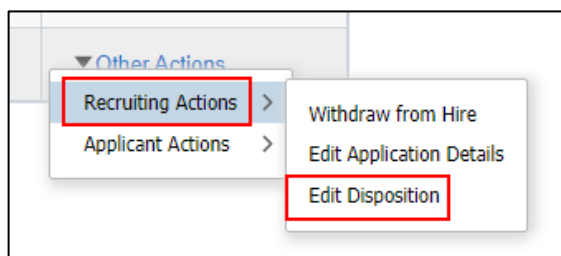
Offer (0)

Hire (1)

Applicants

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Reject
<input checked="" type="checkbox"/>			External	Ready			

2. Go to **Other Actions – Recruiting Actions – Edit Disposition**



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Closing a Job Opening

3. Update the **Disposition** to **Hired** and leave the Status Reason as blank. Click **Save**.

Edit Disposition

Current Disposition 080 Ready to Hire

*New Disposition 090 Hired

Status Reason

Date 07/07/2021

Save Cancel

4. The selected applicant's disposition will be updated to Hired.

Applicant Name	Applicant ID	Type	Disposition
[Redacted]	[Redacted]	External	Hired

[Deselect All](#)

Closing the Job Opening

Once you have completed all the steps in the [Overview section](#) of this job aid, you can fully close the Job Opening by updating the Status Code of the Job Opening to **110 Filled/Closed**.

1. Go to the **Details Tab - Opening Details** page of the Job Opening

Applicants Applicant Search Applicant Screening Register Activity & Attachments **Details**

Opening Details | Job Details | Qualifications | Job Posting | Questionnaire | Screening | Assignments | Approvals

2. In the **Opening Information** section of the page, update the **Status Code** of the Job Opening to **110 Filled/Closed**.

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Closing a Job Opening

*Business Unit 38500 Kickapoo Reserve Mgmt Board

*Company WIS State of Wisconsin

*Department 3850000000 Kickapoo Reserve Mgmt Board

Status Code 010 Open

Status Date 010 Open

☐ 100 Hold

☒ 110 Filled/Closed

☐ 120 Canceled

☐ Temporary Appt Maximum

☐ Raised Minimum Rate

☒ Delegated for Staffing

3. The **Status Code** will be updated to **110 Filled/Closed** and the **Status Date** will update to today's date.

*Department 3850000000 Kickapoo Reserve Mgmt Board

Status Code 110 Filled/Closed

Status Date 07/07/2021

4. Click **Save** on the bottom of the page.

Note: If you need to re-open the Job Opening for any reason, you will be able to update the Status Code back to Open.

The job opening will no longer appear in any job opening search results in which you are searching for open jobs.

New Vacancy After Job Opening is Closed

If a new vacancy becomes available shortly after the job opening has been closed, the register is still active and you are not intending to create a new job posting, you will need to complete the following steps.

1. Create new job opening.
2. Follow the steps as described in the Import a Related Register section of the [Registers](#) job aid.