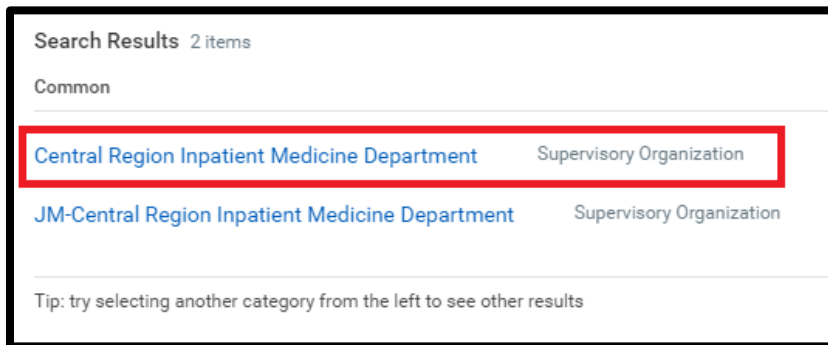


Recruiting: Closing a Position

Sometimes you may have open positions that you don't need to fill any more. It's important to use the **Close Position** action on these positions to maintain accurate vacancy rates.

VIEWING YOUR OPEN POSITIONS

1. In **Workday**, type "org: " followed by your name into the **Search** box.
2. Choose the Supervisory Organization **that does not start with JM**.
(Job Managed (JM) sup orgs do not use positions. For more information, review [this job aid.](#))



3. Click on the **Staffing** tab. Here you can see all your positions and the associated job requisitions.
4. Scroll down to the Positions without Job Requisition section.



Note: Once a position is closed, you can no longer fill it. You must create another position to replace it.

CLOSING THE UNNEEDED POSITION

5. Locate the **Position Restrictions** that you no longer need.
6. Click on the **Related Actions** (brick) icon and hover over the **Positions Restrictions** header. Select **Close Position**.



7. Choose a **Close Reason** from the drop down menu.
8. Enter a Close Date of today.
9. Click **Submit** at the bottom.