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

- 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 <u>this job aid.</u>)

Search Results 2 items Common				
Central Region Inpatient Medicine Department	Supervisory Organization			
JM-Central Region Inpatient Medicine Department	Supervisory Organization			
Tip: try selecting another category from the left to see other results				

- **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

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

Positions without Job Requisition 6 items							
Position Restrictions		Job Family					
P-13748 Temporary Physi Hospitalist (Unfilled	cjan.	Dhusisian U	oonital.	Pasad			
	Actions Position Restrictions > Additional Data >			Position R			
			View				
			View As Of				
	Compens	ation	>	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.

Geisinger

1