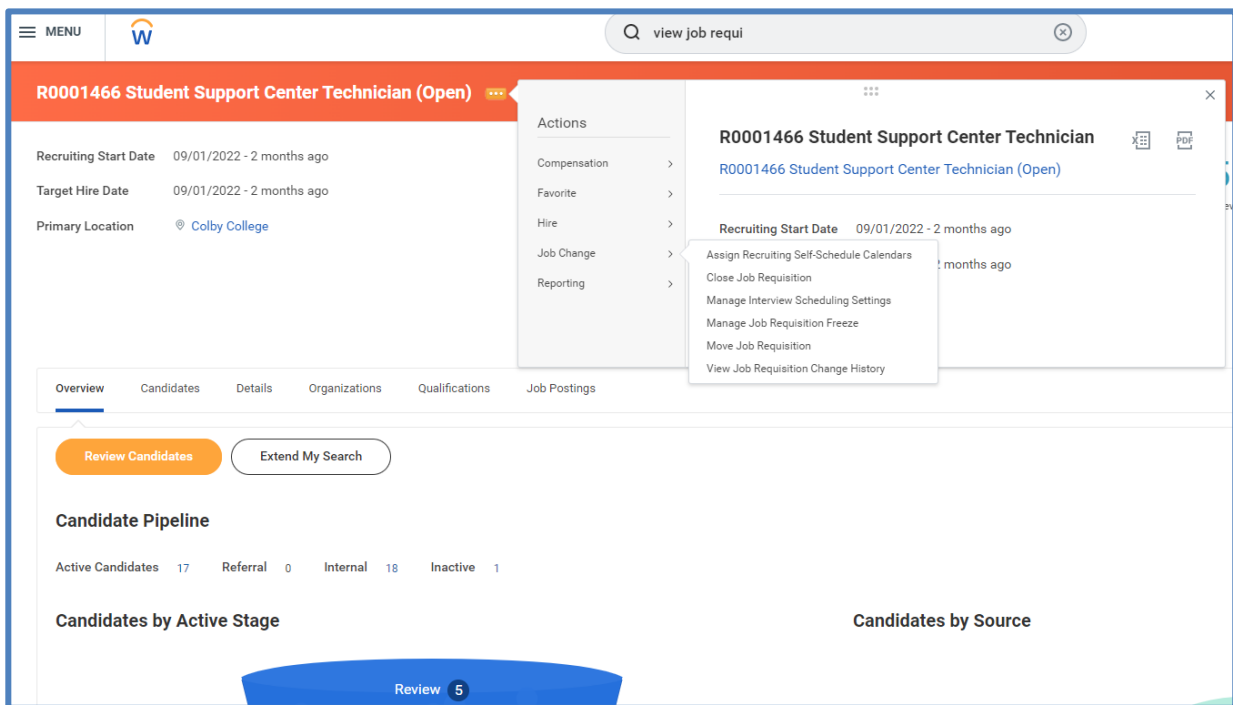


HOW TO CLOSE A JOB REQUISITION

Follow these steps to close an open job requisition. Once you submit the request to close the job requisition, the SEC will be notified to review and approve the request.

1. In Workday, search for the **View Job Requisition** report and select it.
2. Select the desired **Job Requisition**, searching either by the job requisition name or by selecting the job requisition from the list populated under the supervisory organization(s).
3. Looking at the right of the title, click on the small button with 3 dots. Choose *Job Change*, then *Close Job Requisition*.



4. For **Reason**, choose *Close Job Requisition > Recruiting*, then *Recruiting > No Longer Recruiting; Position No Longer Needed*.
5. Enter **Close Date**.
6. Click **Submit**.