

# SAINTS CONNECT Editing, Closing, Freezing a Job Requisition

## OVERVIEW

As a hiring manager you are managing all the requisitions that report to you. Sometimes you will need to freeze a requisition if there is a hold in budget or the department is being reorganized. Sometimes you will want to close a job requisition as you are not ready to post and recruit.

NOTE: By closing the job requisition you are NOT closing the position. And sometimes you will want to edit the job requisition even after it is posted. Maybe you are not getting enough candidates. if you make changes to the requisition you will need to unpost and repost your job to ensure the changes are reflected in the posting.

## CLOSING AND EDITING A REQUISITION

Type “close requisition” or “edit requisition” in the search bar and follow instructions.

## UNPOST A JOB

Type “unpost” in the search bar, select unpost job and follow instructions.

## FREEZE/UNFREEZE A JOB

You will need to reach out to your HRBP to do this.

## *Related Job Aids:*

Creating a Job Requisition  
Posting a Job