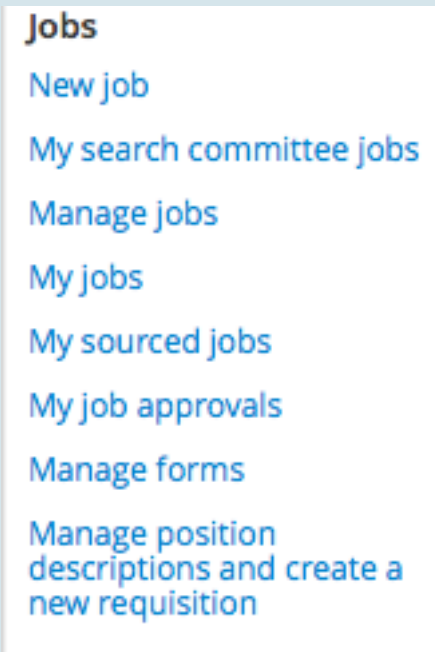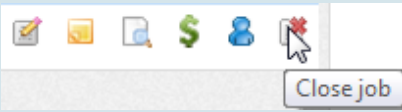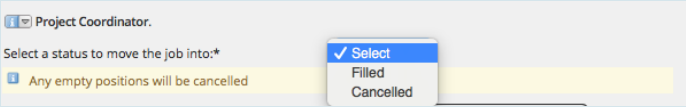# Quick Reference Guide – Closing a job (HR Only)

In order to complete the recruitment process, it is important to close a job. Close a job using the following steps will ensure that:

- The 'Time to Fill' clock is stopped and a total time to fill figure is calculated
- Any open sourcing channels are closed (e.g. If the job is being advertised on the website or intranet, the ad will come down)
- The job will move from a Current job status into a Non-current job status
- The job will no longer appear on your Dashboard, nor will it appear in the Current recruitment report.
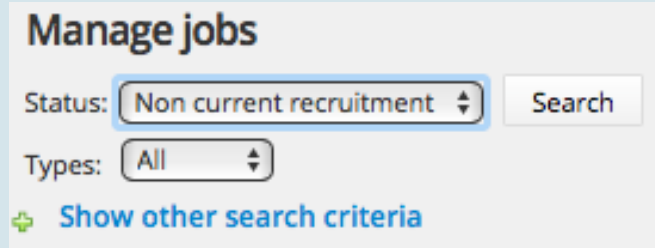
What you need to do	What you will see
STEP 1: Go to the Manage jobs page Navigate to the Manage jobs page by clicking Manage jobs on the main menu.	**Jobs** New job My search committee jobs Manage jobs My jobs My sourced jobs My job approvals Manage forms Manage position descriptions and create a new requisition
STEP 2: Click the Close icon Find the job you that you are ready to close. On the right of the screen, click the Close icon.	Close job
STEP 3: Select job status From the dropdown menu, select the relevant job status, for example 'Filled' or 'Cancelled' (this list may vary slightly). Click Save.	Project Coordinator. Select a status to move the job into:* Any empty positions will be cancelled ✓ Select Filled Cancelled

STEP 4: Viewing a closed job

To view a job that you have closed, navigate to the Manage jobs page. Select Non Current Recruitment as the Status in the top left corner.

To narrow down your search, you may like to add other search criteria (click Show other search criteria) such as User or Originator.

Click Search.

Manage jobs

Status: [Non current recruitment ▲▼] [Search]

Types: [All ▲▼]

✚ **Show other search criteria**