This QRG outlines the steps for closing a requisition, including sending emails to unselected candidates. These tasks will be performed by **Department Recruiters** (Faculty), **Department Recruiters** (Student), and **Recruiters** (Staff).

Closing the Job Requisition should happen after the candidate has been moved to Onboarding.

|  |  |
| --- | --- |
| Access SuccessFactors | |
| Visit **OneCampus** and select **Employee Launchpad.** | <https://one.purdue.edu/> |
| Log in using **Purdue Career Account ID** and **BoilerKey passcode**. |  |
| Job Requisition | |
| From the Success Factors home page, click the **Home** drop-down menu and select **Recruiting**. |  |
| Click **Job Requisitions**. |  |
| Applicable **Job Requisitions** are displayed.  Under the **Candidates** column, click the **Number**. |  |
| Email Non-Selected Applicants | |
| Applicants who weren’t selected will be in the **Not Selected** or **Not Selected (HM)** statuses. |  |
| Click checkbox to select all applicants.  Click **Action** drop-down.  Select **Email Candidate**. |  |
| Select appropriate email **Template**. |  |
| The selected template is displayed.  All items highlighted in yellow will be prepopulated from the candidate application and profile data.  Review template and make edits, if needed. |  |
| Click **Next**. |  |
| A preview of the email is displayed.  Perform a final review prior to sending. |  |
| Click **I’m Done**. |  |
| The email is immediately sent to the recipient(s). | |
| Move Candidate to Hired | |
| The selected candidate will be listed in the **Ready to Hire** status.  Click to select candidate and drag and drop in to the **Hired** status. |  |
| Click **Apply Updates**. |  |
| A confirmation message is displayed warning that completing the action will close the requisition.  Click **OK**. |  |
| Candidates that were not selected for the next steps in the interview process should be moved into **Not Selected.** Candidates that were selected to move forward in the search process can remain in their respective bucket within the Talent Pipeline. |  |
| Mark Requisition Filled | |
| Click **Job Requisitions Details** at the top of the page. |  |
| The job requisition is displayed.  Select **Filled** from the **Status** drop-down. |  |
| Click **Save Changes**. |  |
| The job requisition is filled and the posting is removed from the Career site. | |