

Closing a Job

When a job is filled with a new hire, it is important to update the statuses on all job applicants and close the job as "Filled".

Steps to close a job

Open Applicant view of job or *View applications* on job card.

From Dashboard

On the dashboard, click *View* next to the new applications.

The screenshot shows the PageUp dashboard with a 'Current jobs' section. It lists five job cards: Information Officer, Accountant, Nutritionist, Health Nurse, and Public Health Nurse. Each card displays the job title, requisition number, name, and status. The 'Public Health Nurse' card is highlighted with a red box, and a red arrow points to the 'View' link next to the '3 new' status indicator.

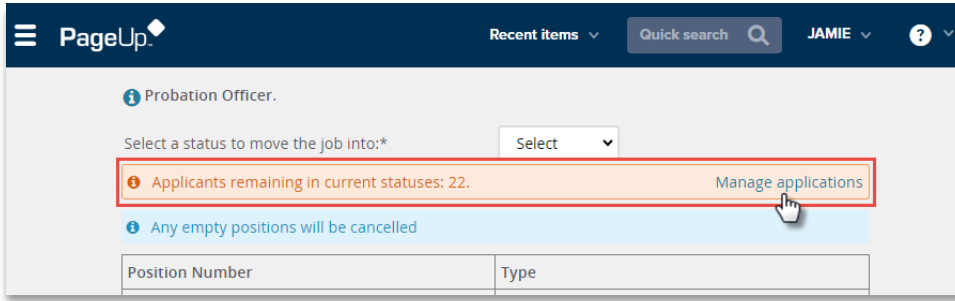
From Job Card

- Open job card and scroll to the bottom.
- Update status to *Filled* or *Cancelled*
- Directly under status field, click *Close job*.

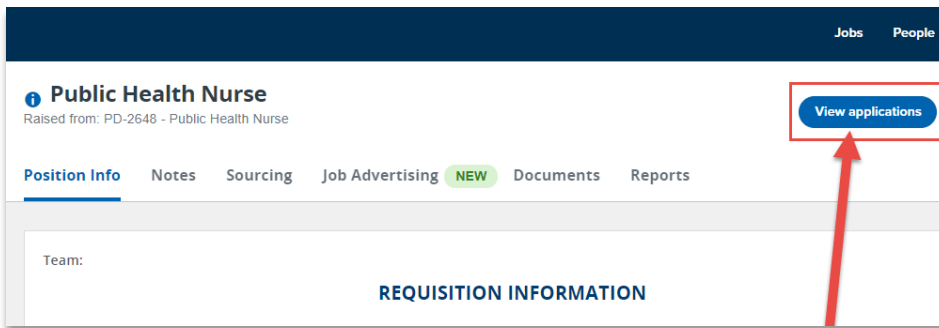
The screenshot shows the job card status field. The status is set to 'Filled'. Below the status field, there is a 'Close job' button with a trash icon. A red callout box points to the 'Close job' button with the text: "after job status is set to 'Filled' or 'Cancelled', select Close job to disposition all remaining applicants".

If there are still applicants that need to be dispositioned, a count will show in an orange area at the top of the screen. Remaining applicants *must be* dispositioned prior to closing out a job.

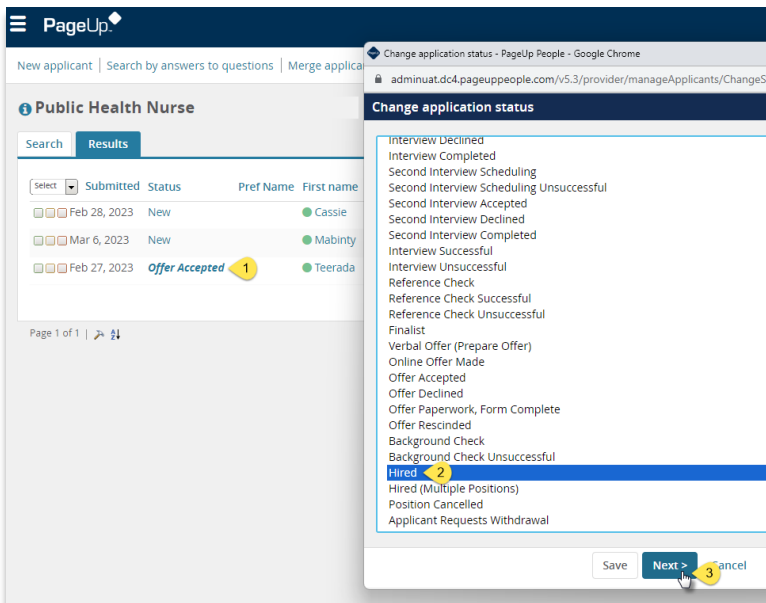
Click *Manage applications* to disposition all applicants connected to the job.



Another way to manage applications and disposition applicants is to click the *View applications* button at the top right of the job card.



Ensure that any candidates that have accepted job offers are moved to the applicant status *Hired*.



When applicant status is moved to *Hired*, a popup will appear. You will then have the option to email the applicant and/or any additional users from the job.

By default, the job status will update to *Filled*. Click *Move Now* to complete status change.

NOTE: Select “No” to the job status change if you have a multi-fill position and need the job to stay open.

Confirm status change

You are about to move [redacted] Massey to a different status:

From status: New
To status: Hired

Communication template: -- No template --

Email: Applicant: Yes No

Additional users from Job: Yes No

Note

The following will be added to the applicant notes for administrators to view:

Update job status from Approved to Filled: Yes No

Move now Cancel

Moving the job status to *Filled* automatically closes the job and populates a filled date on the job card.

Date Job Filled & Closed: Nov 22, 2023

The "Date" field will be automatically populated when the job is filled & closed.

USERS AND APPROVALS

Hiring Manager:* [redacted]

Approval process:* Job Card Approval

1. HR Supervisor: [redacted] Approved Feb 23, 2023

Edit Cancel

Recruiter:* [redacted]

Status:* Filled

Close job

Next page >

Please fill in all mandatory fields marked with an asterisk (*).

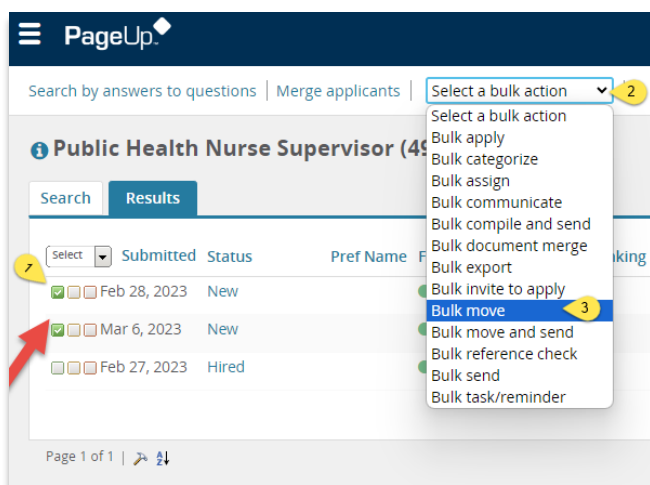
Applicant status column should reflect applicant status update.

Select	Submitted	Status	Pref Name	First name
<input type="checkbox"/>	Feb 28, 2023	New		Cassie
<input type="checkbox"/>	Mar 6, 2023	New		Mabinty
<input type="checkbox"/>	Feb 27, 2023	Hired		Teerada

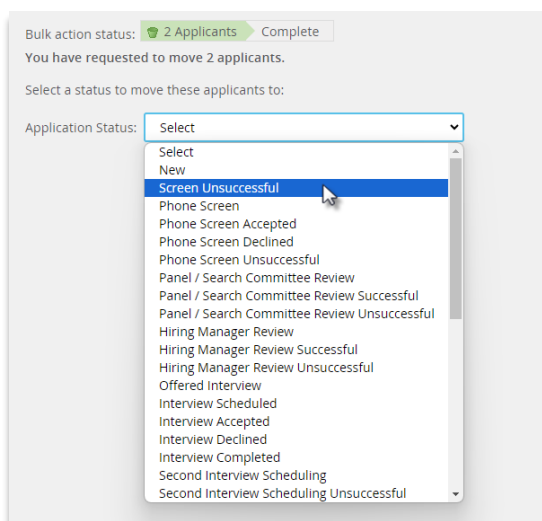
Update the status of ALL remaining candidates that are associated with filled or cancelled job.

Bulk update in default Manage Applications view

1. Select same colored box on applicant rows that will be moved to a similar status
2. Click *Select a bulk action* dropdown
3. Select *Bulk move*



On bulk action screen, select the appropriate application status and click *Next*.



Review email template that will be sent to the applicants. Edit as needed. Applicants are emailed by default and candidate names will be automatically populated in the merge fields.

Bulk action status: ✔ 2 Applicants Complete

You have requested to move 2 applicants to the status "Screen Unsuccessful".
You now have the opportunity to notify these people::

Communication template: -- No template --

Email: Applicants: Yes No

From:*

Subject:*

Message: Merge fields

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Dear {FIRSTNAME},

Thank you for taking the time to submit your application for the position of Public Health Nurse Supervisor with Virginia Department of Health.

Your application has been reviewed and assessed in line with the specific requirements for this position. Unfortunately, you have not been selected to move forward in the process.

Again, we are pleased that you considered Virginia Department of Health as a prospective employer and wish you every success in your career.

Kind Regards,
Virginia Department of Health Recruitment Team

At the bottom of the screen, you have the option to notify additional users from the job.

Additional users from job: Yes No

Screen Unsuccessful reason

Please indicate the reason for selecting the screen unsuccessful status:*

Select the reason for moving the candidates to the selected "unsuccessful" status. This step is mandatory. After status is selected, click *Move Now*.

1000MB file size limit

No delay

Successful status:*

Select

- Select
- Accepted another offer
- Background / Reference check requirements not met
- Company benefits unsatisfactory
- Continuing study
- Ineligible
- Minimum Qualifications Not Met
- No Show for job Interview
- Not aligned with career goals
- Other candidates more suitable**
- Pay Unsatisfactory
- Personal reasons
- Position filled
- Staying with current employer
- Travel requirements unsatisfactory
- Unable to relocate
- Visa requirements not met
- Other

Select

Note

The following will be added to the applicant notes for administrators to view:

Move now Cancel

Wait for system to process the bulk move. Screen will show a green banner at the top when the bulk update is complete.

You have just moved 2 applicants to the status 'Screen Unsuccessful'.

Public Health Nurse

Search Results

Select	Submitted	Status	Pref Name	First name	Last name	Ranking	Phone	Mobile	Email	Country	State	City	Ref. Score	Dup	Undisclosed?
<input type="checkbox"/>	Feb 28, 2023	Screen Unsuccessful		Cassie											
<input type="checkbox"/>	Mar 6, 2023	Screen Unsuccessful		Mabinty											
<input type="checkbox"/>	Feb 27, 2023	Hired		Teerada											

Close job

Go to job card and scroll to bottom. Click *Close job*.

Status:*

Filled

Close job

Next page >

Please fill in all mandatory fields marked with an asterisk (*).

Save Save and Exit Cancel

Select job status from dropdown and job filled and closed date should automatically populate.

If all open applications have been managed, no orange box will appear on screen.

Save to complete process.

Select a status to move the job into:*

i Any open sourcing channels will be closed.

Send job feedback survey: Yes No

Select

Select

Filled

Cancelled

Select a status to move the job into:*

Filled

Date Job Filled & Closed:*

Dec 11, 2023

i Any open sourcing channels will be closed.

Send job feedback survey: Yes No

Save Cancel