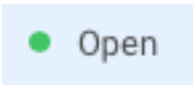
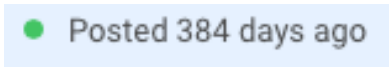
Posting and Unposting Job Requisitions

When the need for a position arises at a store, managers will need to post the position to begin accepting applications. Managers will need to unpost the position to stop getting applicants once the position has been filled.

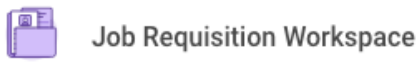
- A position that has not been posted will have 

under the job title.
- A position that has been posted will have 

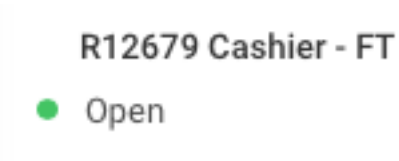
under the job title.
- Managers will never have to create a position for recruiting.

Posting Job Reqs

1. Open the **Job Requisition Workspace**

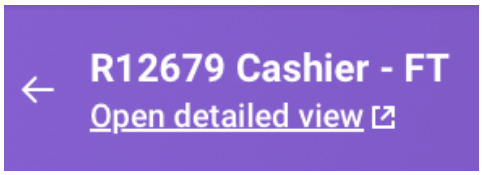


2. Locate the position you need to fill



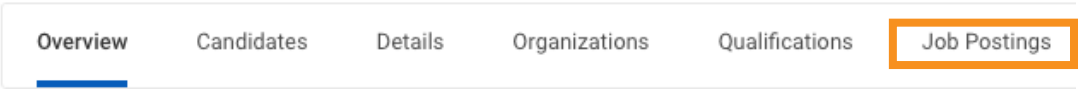
If a position is not posted it will read **Open** instead of Posted for X days. If the position is Open candidates will be unable to apply.

3. Choose **Open detailed view**

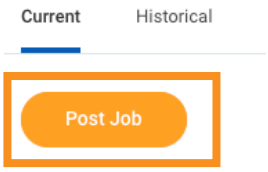


This will open a new tab that you can close when you are done. You will be able to return to the **Job Requisition Workspace** at any time by toggling between the tabs.

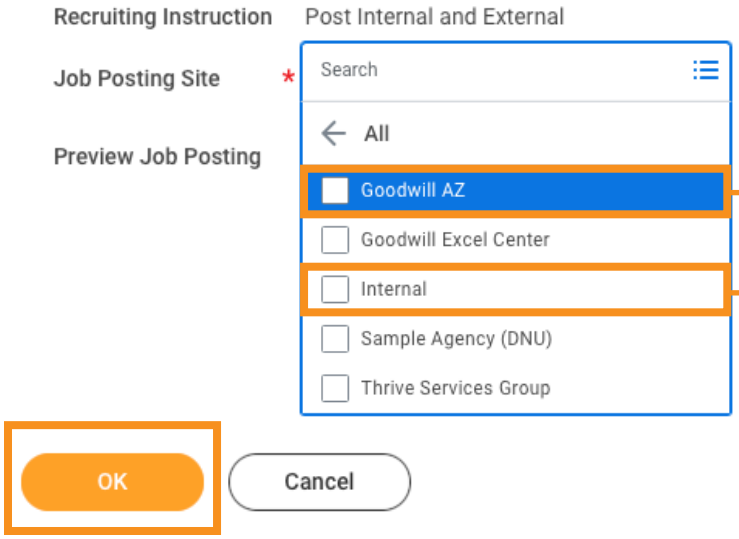
4. Choose **Job Postings**



5. Choose **Post Job**



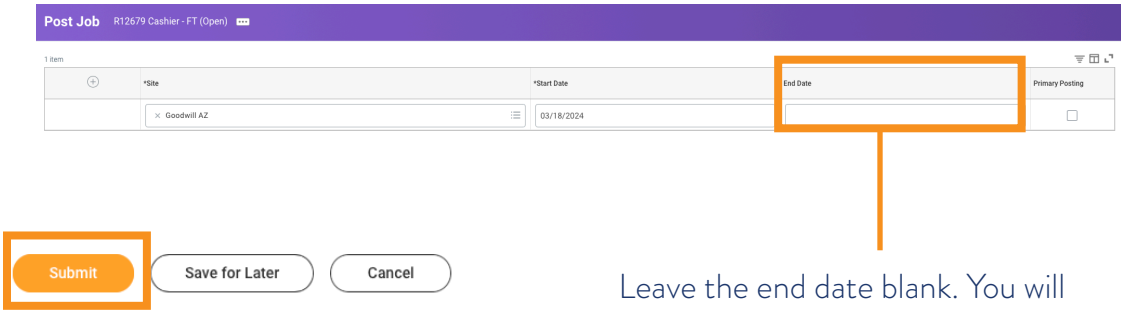
6. Use the drop down for **Job Posting Site** to choose: **All** > **Goodwill AZ** and **Internal**
Then, choose **OK**



Posts the position publicly

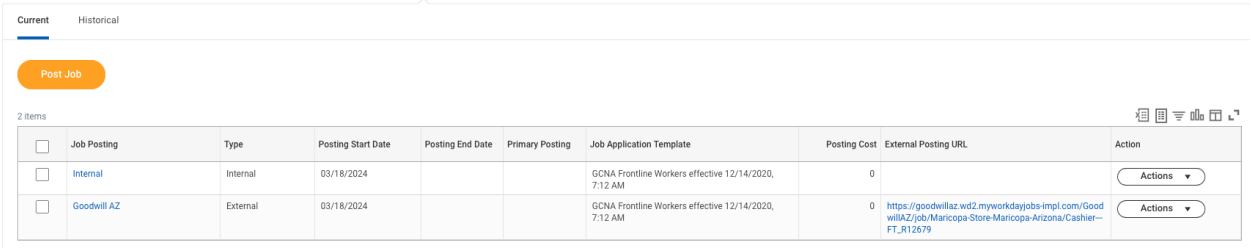
Posts the position internally for potential transfers

7. Verify the information on the next page is correct.
Choose **Submit**



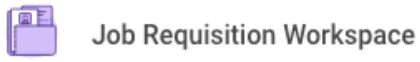
Leave the end date blank. You will unpost this req once you have filled it.

8. Now you can see where the job is

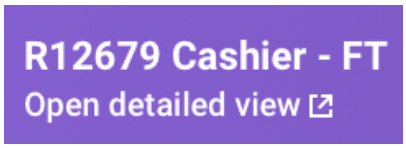


Unposting Job Reqs

1. Open the **Job Requisition Workspace**

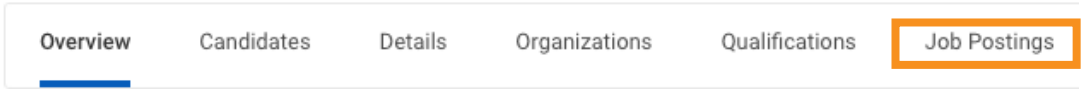
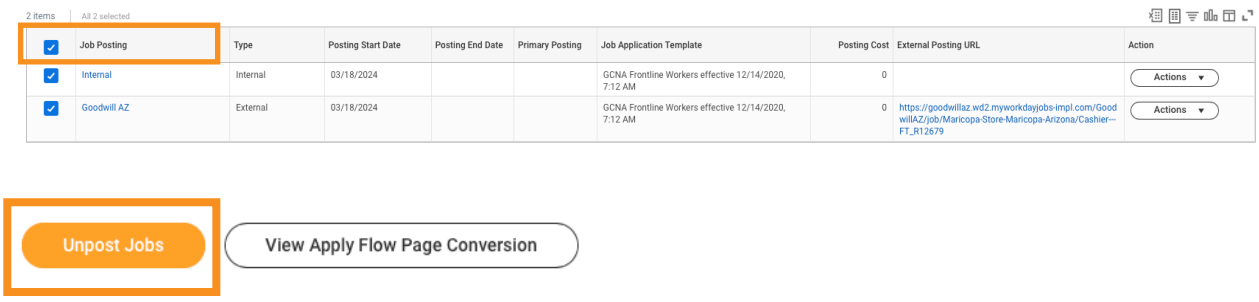


2. Locate the position you need to fill and choose **Open detailed view**



This will open a new tab that you can close when you are done. You will be able to return to the **Job Requisition Workspace** at any time by toggling between the tabs.

3. Choose **Job Postings**



4. Check the box for **Job Posting** to select all postings.
Then, choose **Unpost Jobs**