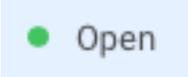


Posting and Unposting Job Requisitions

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**



Job Requisition Workspace

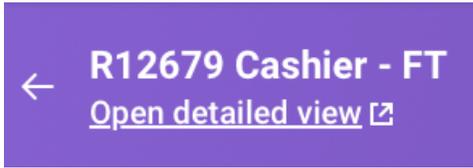
2. Locate the position you need to fill

R12679 Cashier - FT

 Open

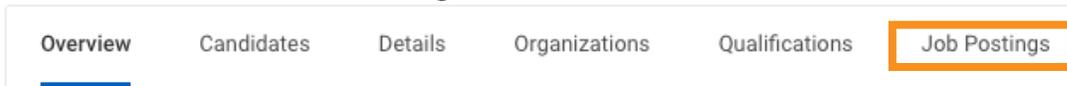
If a position is not posted it will read **Open** instead of **Posted for X days**. If the position is **Open** candidates will be unable to apply.

3. Choose **Open detailed view**

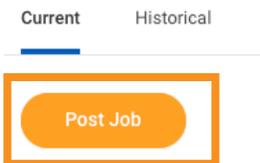


This will open a new tab that you can close when you are done. You will be able to return to the **Job Requisition Workspace** at any time by toggling between the tabs.

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**

Recruiting Instruction Post Internal and External

Job Posting Site * Search

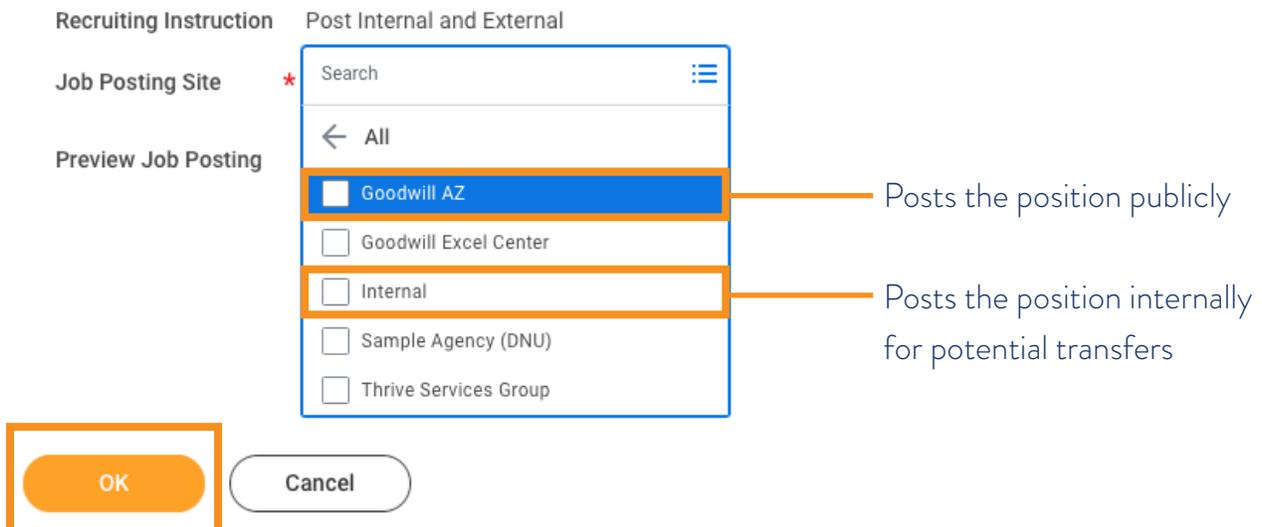
Preview Job Posting

- Goodwill AZ
- Goodwill Excel Center
- Internal
- Sample Agency (DNU)
- Thrive Services Group

OK Cancel

Posts the position publicly

Posts the position internally for potential transfers

A screenshot of a form with a dropdown menu. The dropdown is open, showing a search bar and a list of options. The "Goodwill AZ" option is selected and highlighted in blue. The "Internal" option is also highlighted with an orange border. To the right of the dropdown, two lines of text with orange arrows point to the "Goodwill AZ" and "Internal" options. Below the dropdown, there are two buttons: "OK" (highlighted with an orange border) and "Cancel".

7. Verify the information on the next page is correct.

Choose **Submit**

Post Job R12679 Cashier - FT (Open)

*Site	*Start Date	End Date	Primary Posting
Goodwill AZ	03/18/2024		<input type="checkbox"/>

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

8. Now you can see where the job is

Current Historical

Post Job

2 Items

Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
<input type="checkbox"/> Internal	Internal	03/18/2024			GCNA Frontline Workers effective 12/14/2020, 7:12 AM	0		Actions
<input type="checkbox"/> Goodwill AZ	External	03/18/2024			GCNA Frontline Workers effective 12/14/2020, 7:12 AM	0	https://goodwillaz.wd2.myworkdayjobs-impl.com/GoodwillAZ/job/Maricopa-Store-Maricopa-Arizona/Cashier--FT_R12679	Actions

Unposting Job Reqs

1. Open the **Job Requisition Workspace**



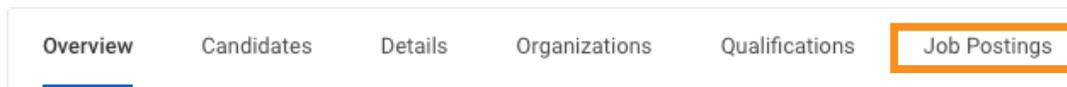
Job Requisition Workspace

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

R12679 Cashier - FT
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**

2 items All 2 selected

<input checked="" type="checkbox"/>	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
<input checked="" type="checkbox"/>	Internal	Internal	03/18/2024			GCNA Frontline Workers effective 12/14/2020, 7:12 AM	0		Actions ▾
<input checked="" type="checkbox"/>	Goodwill AZ	External	03/18/2024			GCNA Frontline Workers effective 12/14/2020, 7:12 AM	0	https://goodwillaz.wd2.myworkdayjobs.com/GoodwillAZ/job/Maricopa-Store-Maricopa-Arizona/Cashier--FT_R12679	Actions ▾

Unpost Jobs

View Apply Flow Page Conversion

