

Completing a Search

After a search is closed, the posting must be moved to final state to clear the PCN for future postings and to allow the system to send emails to applicants, if applicable. Final states include:

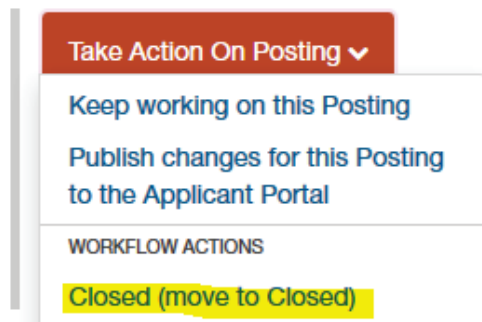
- Filled
- Completed – No Emails
- Failed
- Canceled

Closing a posting

Do not close a posting with a hard closing date in the closing date field. A hard closing date gives applicants notice as to when the posting will be closed, and the posting must not be closed earlier than the stated date. The system will close postings with closing dates a little after midnight the date of closing.

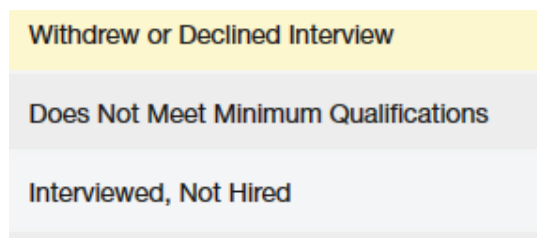
AACs can close a search that is open until filled. Before you close a search, please ensure that the posting has met its required advertising timeline before closing it, which is two weeks for most classified searches, four weeks for faculty searches and exempt searches, and three days for most student/temporary searches.

To close a posting, go to the **Take Action on Posting** button near the upper right corner of the page. Click on **Closed**. If a posting is in a **Closed** state, the search may continue as usual, i.e. applicants can be transitioned, interviews done, etc. Closing the posting just takes it off the job board and ensures that no other applications can be submitted.



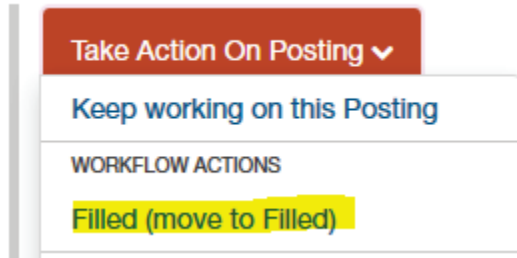
Filling a Posting

Before a posting can be marked **Filled**, an applicant must be marked **Hired**. All other applicants must be in their final dispositions to receive a system generated email. The following states are examples:



The search coordinator is the only user group that can move applicants within the applicant workflow to their final disposition.

When all the applicants are properly set, go to the **Take Action on Posting** button near the upper right corner of the posting. Click **Filled**.



Please contact your Human Resources at hr-peopleadminhelp@uidaho.edu to Fail, Cancel or mark a posting Completed – No Emails.