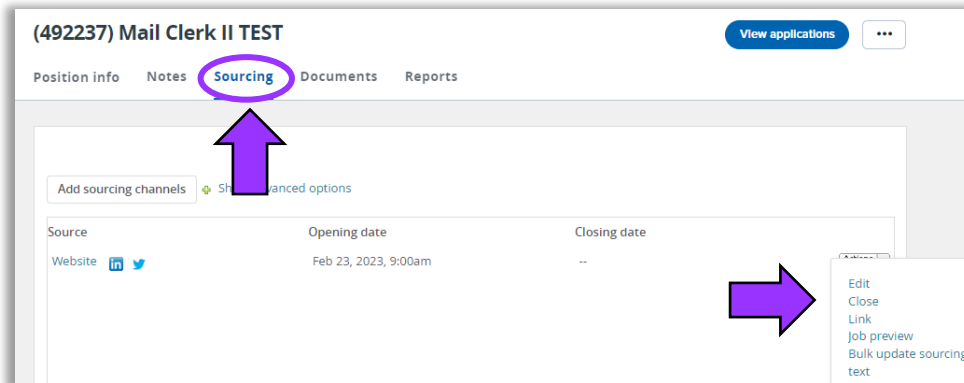


## Close a Search Out

Following the successful hiring of a new employee, it is requested that the following steps be taken to close out a search:

- 1) Ensure that any remaining applicants who may not have previously received a communication are moved into appropriate statuses that will trigger a communication from the system.
- 2) Close the position posting.
  - a. Go to **Jobs**, select the **Sourcing** tab, and use the dropdown menu to take action on the job.
  - b. Select **Close**.



- 3) You will be asked to confirm that you want to close the position. Click **OK**.