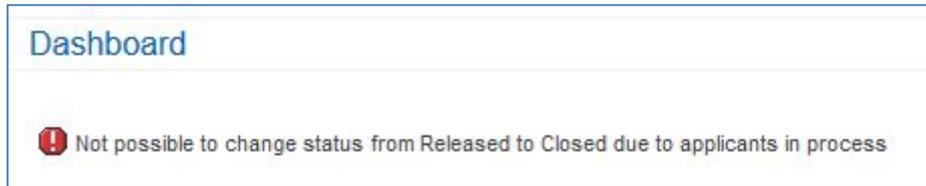## How to Close a Requisition

Once the recruitment process has been completed you should set your requisition to the closed status. However if there are still activities that need completing on it you will be prompted with the following message.

The most likely reason for this message is because one or more candidates haven't been set to rejected on your requisition. It's important to note that sending rejection correspondence to candidates doesn't change the status of their application as illustrated in the image below.

To set the candidates to the rejected status, you can select everyone in the rejection tab by clicking the white box in the top left of the table and clicking Select All. Then press Activities and select Set Candidate to Rejected.

By doing this, you will note that candidates disappear from the rejected tab as they have cleared that stage in the process. However you can still view the rejected candidates in the All tab and note that it now says they are in the status of rejected.

You can now close your requisition by highlighting it on the dashboard, clicking the Requisition button and then Close. The Total Candidates column should only say 1 at this point on your dashboard which will indicate the candidate to be hired.

When you have successfully closed your requisition you will be notified by e-Recruitment. Please note that if you have your All Requisitions tab set to view Released Requisitions only, you can change this to view your closed requisitions by clicking the blue Show Quick Criteria Maintenance button and then changing the status drop down to closed. Please see the **Viewing Requisitions in Different States** guide for further information on this.

On rare occasions you may find that all your candidates have been set to rejected but the hired candidate is still in process. You can check this by overviewing the activities for that candidate.

In this example you can see that HR haven't done the HR Issued Contract action that changes the candidate to the 'To Be Hired' status. You should contact your customary HR Assistant to resolve this on your behalf: https://www.shef.ac.uk/hr/aboutus/whoweare/ops

Please note that candidates that you have forwarded onto another requisition to be appointed on will need to be set to rejected on the original requisition before you will be able to close it.