



## Closing a Job Card

When your applicant/s is pushed to 'Hired' by Human Resources, you will receive an automated email notifying you of the status change and asking you to now close your job.

"Please appropriately disposition any remaining applicants, select the "close job" icon and change the status to "closed.""

**From:** noreply@pageuppeople.com <noreply-1216@mail.pageuppeople.com>

**Sent:** Friday, August 1, 2025 9:29 AM

**To:** [REDACTED]

**Subject:** Candidate hired

Background screening for [REDACTED] is completed and we have moved their status to "Hired."

Job details:

Visiting Assistant Professor and Interim Director of University Writing Center

492740

Dean of Arts and Sciences (STW)



**Review New Hire Form:** To review New Hire Form data, navigate to the hired candidate's applicant card and click "view form." Retrieve the data and share with your department admin to begin the UKG onboarding process.

**Final Steps:** Please appropriately disposition any remaining applicants, select the "close job" icon and change the status to "closed."

To do this, open the job card and make sure you have dispositioned all remaining applicants in the Applicant Progress Dashboard by clicking 'View applicants'.

Then, click 'View job details' to go back to the job card and scroll down to the very bottom of the page. The job status should say 'Filled'.

Status:\* Filled

[Close job](#)  

Please fill in all mandatory fields marked with an asterisk (\*).

[Save](#) [Save and exit](#) [Cancel](#)

Click the blue 'Close job' link. A new page will appear.

Select 'Closed' from the drop-down menu.




Date Filled will auto populate.


Click *Save*.

Select a status to move the job into:\*

Closed ▾

Date Filled:\*

Aug 11, 2025 

 Any open sourcing channels will be closed.

Send job feedback survey: ☒ Yes ☐ No

Save

Cancel