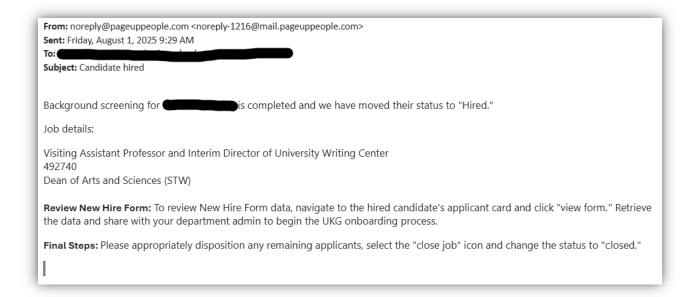


## Closing a Job Card

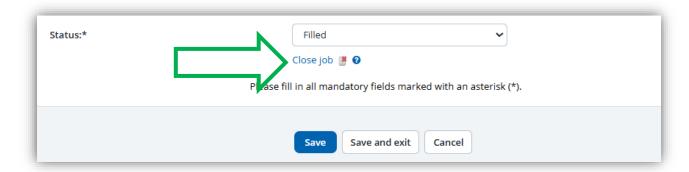
When your applicant/s is pushed to 'Hired' by Human Resources, you will receive an automated email notifying you of the status change and asking you to now close your job.

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



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'.



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.

