



Wrap It!

After recruitment event is completed, and after HR authorizes a hire

INSIGHT Actions:

Mark a position's requisition filled

My HR > "open" requisitions > authorize > change from "open" to "filled" > save

Archive a Posting

Go to the posting (postings automatically go to "inactive postings" section of your "My HR" after 5pm on the closing date) *or find them on the exam "recruiting" plan page or the main Jobs link –in each case the last column on the right is the "action" column*

Select "**edit**" from the action column to take you to posting edit screen

Click on "**archive**" box option at the top of the posting input/edit screen, then scroll down and "**save**" to invoke the archival action

Archive an Exam "Recruiting" Plan

Go to "Jobs" (far left bluish white link across top of screen)

Select "**exam plans**" – find the one you want to archive

In the **action** column (far right), choose "archive" to send the exam plan to archives

- ✓ **Results: actions taken on OHC referred list become effective (e.g. "rejection pending" becomes "rejected") & eligible list is archived**

Archive a Referred List:

Go to "Lists" (bluish white links across top of screen)

Choose "referred" > locate your list > in the "action" column", far right, > click on archive

Outcome of Archiving:

- ✓ **Sending referred lists, postings and exam plans to archives unclutters your HR landing page, letting you focus only on active recruitments.**
- ✓ **You can easily find archived referred lists, postings and exam plans in their respective archived areas – from here the HR user can "un-archive" – this works like a toggle switch.**