



## Wrap It!

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

### INSIGHT

#### **Mark a position 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 post 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

Scroll down & press “**save**” to invoke the archival action

#### **Archive an Exam “Recruiting” Plan**

**Go to “candidate track”** (bluish white links across top of screen)

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

In the **action** column (last column on 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 the list you want to archive > in the “action” column” – (last column on 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.**