

Change Job Requisition Status

Overview

Throughout the vacancy to hire process, a job requisition can have different statuses assigned to it .

The Requisition Status field in a job requisition contains a drop-down list of statuses. Certain users who interact with the job requisition (e.g. HR Shared Services, Occupational & Environmental Safety & Health, French Language Services) may change the requisition status to document activities or progress with its approval and/or the creation of an associated job posting.

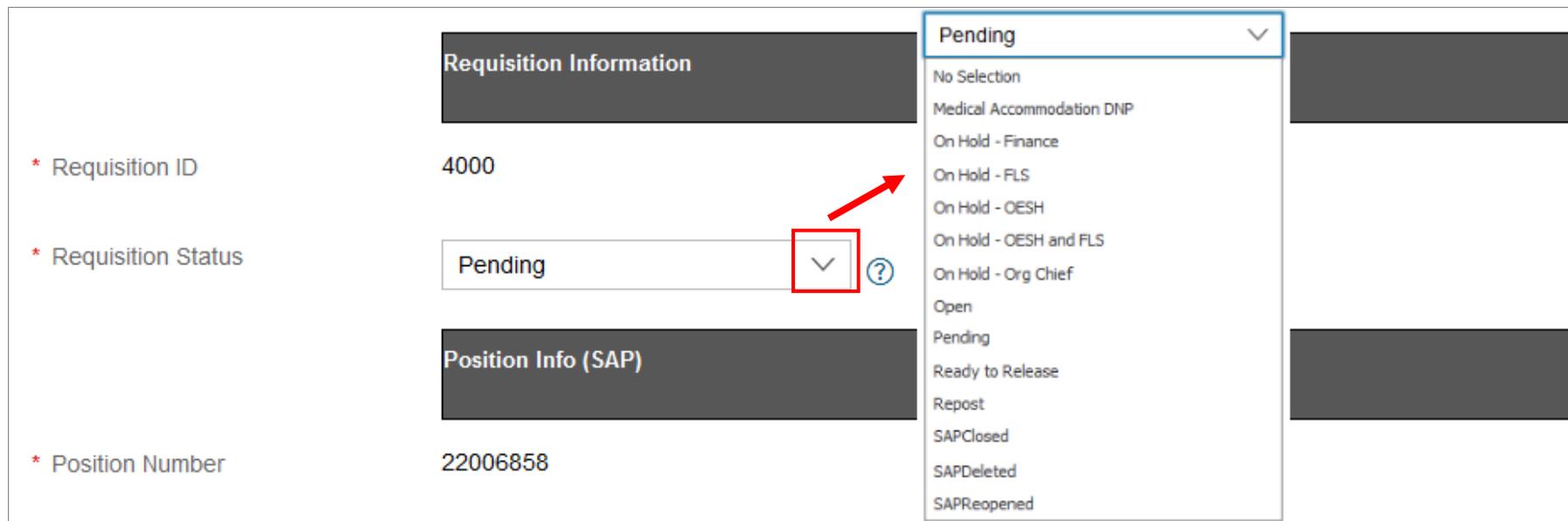
Note: Changing the job requisition status does not trigger any automated actions or notifications.

Procedure

From within the applicable job requisition screen,

1. Click  in the **Requisition Status** field and select the **applicable status** from the drop-down.

Note: The statuses that can be selected depend on the user's role in SuccessFactors. Refer to the [Job Requisition Status Reference](#) for detailed information about requisition statuses, who uses each one, and what each one means.



Requisition Information	
* Requisition ID	4000
* Requisition Status	Pending 

Position Info (SAP)	
* Position Number	22006858

- No Selection
- Medical Accommodation DNP
- On Hold - Finance
- On Hold - FLS
- On Hold - OESH
- On Hold - OESH and FLS
- On Hold - Org Chief
- Open
- Pending
- Ready to Release
- Repost
- SAPClosed
- SAPDeleted
- SAPReopened

- 2. Scroll down the screen to the **Comments** section.
- 3. Enter **comments** in the **applicable Comments field** to document the **reason** for the job requisition status change.

Note: Comments should be clear to all individuals who interact with the job requisition.

Comments

Supporting Documents Attach a document

Comments for Recruiting

Org Chief Comments spell check... legal scan...

Finance Comments spell check... legal scan...

HR Shared Services Comments spell check... legal scan...

OESH Comments spell check... legal scan...

FLS Comments spell check... legal scan...

4. Scroll down to the bottom of the screen.
5. Click **Save Changes** to update the status.



Next Steps

The next step will depend on the reason the job requisition status was changed. For example, if Finance changes the job requisition status to *On Hold-OESH* to evaluate for filling under a medical accommodation, OESH is responsible for updating the job requisition to the appropriate status if/when the determination is made.