

Remove a Job Posting

Overview

After a job posting is created, it can be removed by an authorized user. For example, this may be required in cases where:

- HR Shared Services needs to correct an error in the posting details,
- Occupational & Environmental Safety & Health (OESH) reviews a posting for a potential medical accommodation (see [Using SuccessFactors to Facilitate a Medical Accommodation](#)), or
- French Language Services (FLS) reviews a posting for bilingual designation, or French language (see [Using SuccessFactors to Facilitate the FLS Posting Review Process](#)).

Procedure

From within the applicable job requisition screen,

1. Click the **JOB POSTINGS** Link.

Note: The number that appears beside the *JOB POSTINGS* text indicates how many job postings are currently associated with the job requisition. In the example below, there are two job postings associated with the job requisition.

The screenshot displays the SAP SuccessFactors Recruiting interface. At the top, there is a navigation bar with a home icon, 'Recruiting' dropdown, a search bar for actions or people, a notification bell, a checkmark icon, a user profile for Clayton McKnight on behalf of HRSS Req Approval, and the SAP SuccessFactors logo. Below the navigation bar, there are tabs for 'Job Requisitions', 'Preferences', 'Candidates', and 'Interview Central'. The main content area shows the title 'WRHA Requisition for Health Care Aide' and a horizontal menu with options: 'JOB REQUISITION DETAIL', 'JOB PROFILE', 'CANDIDATES (5)', 'JOB POSTINGS (2)', and 'CANDIDATE SEARCH'. The 'JOB POSTINGS (2)' link is highlighted with a red rectangular box. Below the menu, there are icons for 'Internal Posting Preview' and 'External Postings'. At the bottom of the page, there is a dark grey bar with the text 'Requisition Information'.

2. Click the **Remove Post** button (under the *Action* column) next to all applicable job postings.

Note: In the example below, there are two job postings that can be removed (one Internal Posting and one External Posting).

The screenshot shows the SAP SuccessFactors interface for 'Job Postings: Health Care Aide'. The top navigation bar includes 'Recruiting', a search bar, and user information 'HRSS Req Approval on behalf of'. Below the navigation bar are tabs for 'JOB REQUISITION DETAIL', 'JOB PROFILE', 'CANDIDATES (5)', 'JOB POSTINGS (2)', and 'CANDIDATE SEARCH'. The 'JOB POSTINGS (2)' tab is active, displaying a table of job postings. Two red arrows point to the first two rows of the table, which are 'Internal Posting' and 'External Posting'. A red box highlights the 'Action' column for these two rows, showing 'Remove Post' buttons. The other two rows are 'Internal Private Posting' and 'External Private Posting', which have 'Post Job' buttons. A note at the bottom states: 'Note: Postings expire at 11:59 pm at the end of the selected expiration date. Please note, new postings can take several minutes before they are returned in search results on the career sites.'

Posting Type	Posting Status	Posting Start Date	Posting Start Time	Posting End Date	Posting End Time	Last Modified Date	Last Modified By	Action
Internal Posting	Posted	07/18/2018	09:57 PM CDT	07/25/2018	11:59 PM CDT	07/18/2018		Remove Post
External Posting	Posted	07/18/2018	09:57 PM CDT	07/25/2018	11:59 PM CDT	07/18/2018		Remove Post
Internal Private Posting	Not Posted	MM/DD/YYYY	--	MM/DD/YYYY	--	--	--	Post Job
External Private Posting	Not Posted	MM/DD/YYYY	--	MM/DD/YYYY	--	--	--	Post Job

Note: Postings expire at 11:59 pm at the end of the selected expiration date. Please note, new postings can take several minutes before they are returned in search results on the career sites.

After removing the job posting(s),

- The number that appears beside the JOB POSTINGS text is reduced by the number of job postings that have been removed.
- A message displays above the Job Postings area to indicate that your changes have been saved.
- Posting information (e.g. posting start and posting end dates) is removed from the applicable job posting row(s).
- The *Post Job* button now displays under the Action column beside the applicable job posting row(s) .

Job Postings: Health Care Aide

JOB REQUISITION DETAIL JOB PROFILE CANDIDATES (0) **JOB POSTINGS (0)** CANDIDATE SEARCH

Your changes have been saved.

Job postings

Posting Type	Posting Status	Posting Start Date	Posting Start Time	Posting End Date	Posting End Time	Last Modified Date	Last Modified By	Action
Internal Posting	Not Posted	MM/DD/YYYY		MM/DD/YYYY		--	--	Post Job
External Posting	Not Posted	MM/DD/YYYY		MM/DD/YYYY		--	--	Post Job
Internal Private Posting	Not Posted	MM/DD/YYYY	--	MM/DD/YYYY	--	--	--	Post Job
External Private Posting	Not Posted	MM/DD/YYYY	--	MM/DD/YYYY	--	--	--	Post Job

Next Steps

The next step will depend on the reason for removing job posting(s). For example:

- If HR Shared Services removed a job posting due to an error, the correct [job posting can be created](#).
- If OESH removed a job posting as part of a review for potential medical accommodation, any associated steps that have not been completed can be completed. Refer to [Using SuccessFactors to Facilitate a Medical Accommodation](#) for more information.
- If FLS removed a job posting as part of the FLS posting review process, any associated steps that have not been completed can be completed. Refer to [Using SuccessFactors to Facilitate the FLS Posting Review Process](#) for more information.