



# Job Requisition Status Reference

## Overview

When a vacancy is created for a position in SAP, a job requisition is automatically opened in SuccessFactors through an interface between the systems.

Throughout the vacancy to hire process, the requisition will have different statuses assigned to it depending on who is interacting with it, and what stage it is at in the process.

There are several places in the Recruiting area within SuccessFactors where the job requisition status is displayed. For example, the Requisition Status menu in a job requisition contains a drop-down list of statuses.

Refer to the [Requisition Status](#) table on the next page for detailed information about each status.

Requisition Information	
Requisition ID	4000
Requisition Status	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;">No Selection <span style="float: right;">▼</span></div> <div style="background-color: #003366; color: white; padding: 2px;">No Selection</div> <div style="padding: 2px;">Medical Accommodation DNP</div> <div style="padding: 2px;">On Hold - Finance</div> <div style="padding: 2px;">On Hold - FLS</div> <div style="padding: 2px;">On Hold - OESH</div> <div style="padding: 2px;">On Hold - OESH and FLS</div> <div style="padding: 2px;">On Hold - Org Chief</div> <div style="padding: 2px;">Open</div> <div style="padding: 2px;">Pending</div> <div style="padding: 2px;">Ready to Release</div> <div style="padding: 2px;">Repost</div> <div style="padding: 2px;">SAPClosed</div> <div style="padding: 2px;">SAPDeleted</div> <div style="padding: 2px;">SAPReopened</div> </div> <span style="float: right; color: #003366;">?</span>
Position Number	
Position Title	
External Posting Title	
Job Code	
Position Group	

## Requisition Status

The table below provides the following details about job requisition statuses:

- **Name** for the requisition status.
- **How** the status is applied (system-applied automatically, or user-applied manually).
- **What** the status means.

Status Name	How	What
<b>Medical Accommodation DNP</b>	OESH	Represents a request to fill the job requisition under a medical accommodation using the <a href="#">Do Not Post</a> process.
<b>On Hold-Finance</b>	Finance	The job requisition approval process has been placed on hold. For example, to confirm the funding source.
<b>On Hold-FLS</b>	FLS	The job requisition posting process is placed on hold for evaluation to determine if the job requisition should or should not be designated bilingual, or to update french language.
<b>On Hold-HRSS</b>	HR Shared Services	The job requisition posting process is placed on hold to confirm or gather required information for posting purposes. For example, creating a job profile.
<b>On Hold-OESH</b>	OESH	The job requisition posting is placed on hold for evaluation to determine if the job requisition can be filled under a medical accommodation.
<b>On Hold-OESH and FLS</b>	OESH and FLS	The job requisition posting is placed on hold by both OESH and FLS (see also <i>On Hold-OESH</i> and <i>On Hold-FLS</i> ).
<b>On Hold-Org Chief</b>	Org Chief	The job requisition approval process has been placed on hold.
<b>Open</b>	System-applied	Requisition is currently Open and active.
<b>Pending</b>	System-applied	Status applied to a new job requisition in SuccessFactors after a vacancy is created in SAP. Route Map approvals are in progress.
<b>Ready to Release</b>	OESH and FLS	The job requisition was previously being held, but has now been released for immediate posting.
<b>Repost</b>	HR Shared Services	Represents a request to re-post the position to the applicable Careers website(s) after recruiting was unsuccessful for a job posting. <b>Note:</b> Org Chief must contact HR Shared Services to initiate a repost.
<b>SAPClosed</b>	System-applied	<ul style="list-style-type: none"> <li>• All hiring activities have been completed in SuccessFactors and SAP, or</li> <li>• The position vacancy is closed in SAP as a result of posting being cancelled.</li> </ul>
<b>SAPDeleted</b>	System-applied	Status applied to a job requisition after the associated position vacancy record is deleted in SAP.
<b>SAPReopened</b>	System-applied	Status applied to a closed job requisition after it is reopened from SAP.