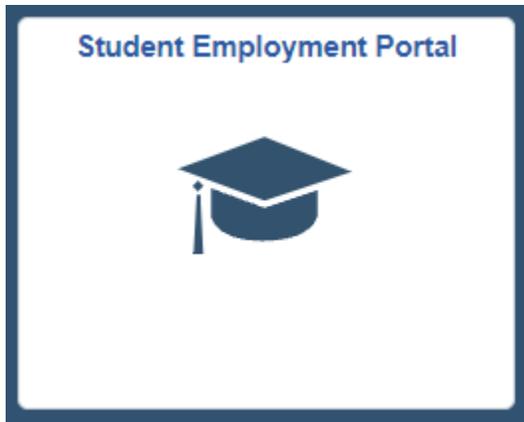


How to Close a Job Posting

Navigating to the Job Posting

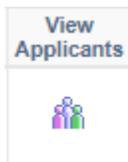
1. Go to hrms.byu.edu, and select Hiring, from the drop-down menu.
2. Click on Student Employment Portal
 - a. Click on My Jobs



- b. The job posting can be accessed by inputting either the job opening ID, or the Originator ID (the 9-digit number of the person who posted the job)

Closing the Job Posting

1. Once you have searched the Job Opening, click on the icon under view applicants



2. There is the option to close job opening. Once you click on it, the status will change from **Open** to **Closed**

Student Recruiting - Welcome, Annaleesa Rowley

?

Posting Title: Department:

Job Opening ID: Applicant ID:

Job Status: Originator ID:

Date From: Date To:

Position Number: Screener:

Consultant: Supervisor:

Display only the active statuses:

| Job Openings | | Find | First | 1 of 1 | Last |
|---|--------------------------|------------------------|---------------------|-------------|--------------|
| | | | | | |
| Job ID: 115656 | Job Code: | Screening | Consultant | Supervisor | |
| Posted: | Closing Date: 11/26/2022 | Start Date: 01/03/2023 | Status: Open | Openings: 1 | Account Code |
| No applicants were found for this job. | | | | | |