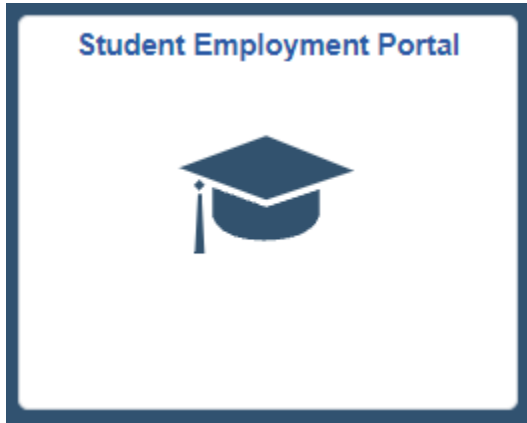


How to Close a Job Posting

Navigating to the Job Posting

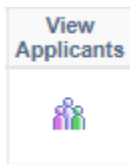
1. Go to hrms.byu.edu, and select Hiring, from the drop-down menu.
2. Click on Student Employment Portal
 - a. Click on My Jobs



- 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:	<input type="text"/>	Department:	<input type="text"/>
Job Opening ID:	<input type="text" value="115656"/>	Applicant ID:	<input type="text"/>
Job Status:	<input type="text"/>	Originator ID:	<input type="text"/>
Date From:	<input type="text"/>	Date To:	<input type="text"/>
Position Number:	<input type="text"/>	Screener:	<input type="text"/>
Consultant:	<input type="text"/>	Supervisor:	<input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Clear Search Fields"/>	
Display only the active statuses: <input type="checkbox"/>			

Job Openings

Find First 1 of 1 Last

[Redacted]

Close Job Opening

Job ID: 115656

Job Code: [Redacted]

Screener

Consultant

Supervisor

Posted: [Redacted]

Closing Date: 11/26/2022

Start Date: 01/03/2023

Status: Open

Openings: 1

Account Code

No applicants were found for this job.