Update Job Posting

Overview

This job aid outlines the process of updating an end date on a job posting, internally or externally posted. Before you begin this process the job will need to be posted. See the Post Job job aid for additional information on that process.

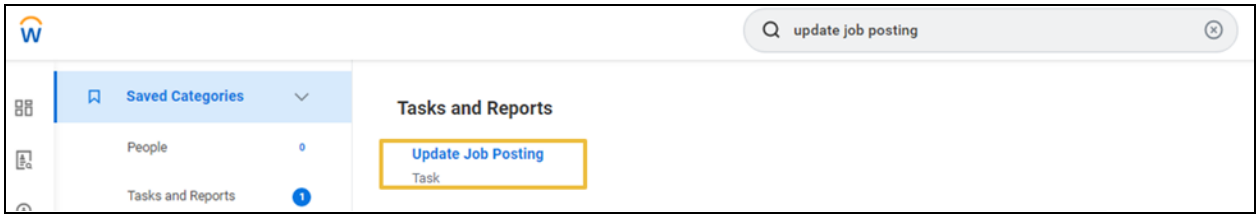
Update Job Posting

Security Role(s): Management Chain, Manager, Primary Recruiter, Recruiter, Recruiting Administrator, Recruiting Coordinator, Top Level Manager's Approver

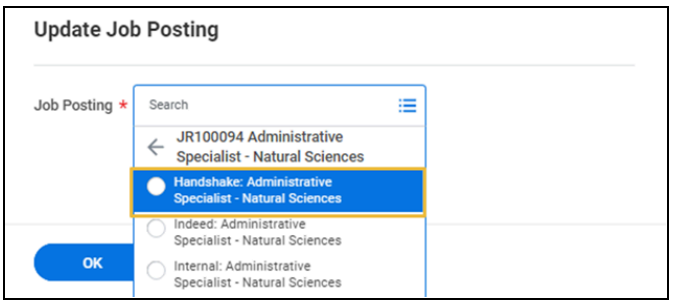
1. Enter **Update Job Posting** in the Workday Search, and select **Enter.**



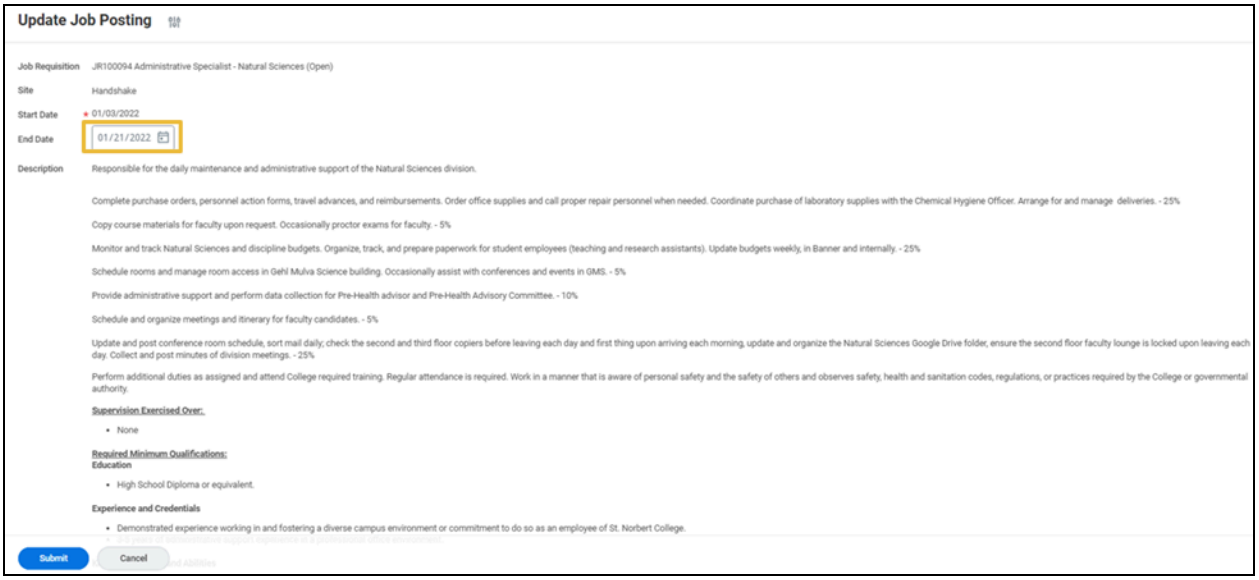
2. Select the **Update Job Posting** task.



3. Enter the **Job Posting** you want to update. Select **OK**.
   Note: *Your options will include all posting locations for the job. If you want to close all Job Postings, you'll need to select each posting. In this example, we are selecting only the Handshake posting.*



4. You can now use the **End Date** field to update the End Date for this job posting. Select **Submit.**



5. The process is now complete.