

How to Close a Job Req

- Start by looking up your req that you would like to close by typing in jr:req ID – example below

The screenshot shows a search results page with a search bar containing 'jr: R2409038'. Below the search bar, the results list 'R2409038 Warehouse Operator (Open)' under 'Job Requisition'. There is a 'VIEW MORE' link and a preview of three images related to the job.

- Once your req pulls up, you will want to click on the req

The screenshot shows the Workday interface with a search bar containing 'jr: R2409038'. A red arrow points to the job title 'R2409038 Warehouse Operator (Open)' in the search results. The interface also shows a 'Simplified Search is Disabled' toggle switch.

- Once you click into the req, the below page will pop up

The screenshot shows the Workday Job Details page for 'R2408570 Warehouse Lead (Frozen)'. The page includes details like Recruiting Start Date (11/05/2024 - 3 months ago), Target Hire Date (11/05/2024 - 3 months ago), and Primary Location (OPS- Lacey, WA C75). It also shows candidate pipeline statistics: 0 Review, 0 Interviewing, and 0 Offered. The 'Overview' tab is selected. At the bottom, there is a 'Review' button with a count of 0.

- Click on the ellipses (aka twinkie) to bring up the actions window, then go to “Job Change” and choose “Close Job Requisition”

R2408570 Warehouse Lead (Frozen) ...

Recruiting Start Date 11/05/2024 - 3 months ago

Target Hire Date 11/05/2024 - 3 months ago

Primary Location OPS- Lacey, WA C75

Actions

- Additional Data >
- Compensation >
- Copy >
- Favorite >
- Job Change > Close Job Requisition
- Reporting >
- Roles >
- Translation >

Overview Candidates Details Organization Extend My Search

R2408570 Warehouse Lead
R2408570 Warehouse Lead (Frozen)

Recruiting Start Date 11/05/2024 - 3 months ago

Target Hire Date 11/05/2024 - 3 months ago

Assign Reference Template

Edit Job Requisition

Close Job Requisition

Manage Interview Scheduling Settings

Manage Job Requisition Freeze

View Job Requisition Change History

Candidate Pipeline

- The below screen will pop up and you will want to fill in any portion that has an asterisk

Close Evergreen Requisition R2400813 Warehouse Operator (Evergreen) (Op)

Supervisory Organization Miguel De Jesus (Inherited) (inactive)

Reason *

Close Date * MM/DD/YYYY

Job Application Template * Hourly/Volume

Recruiting Instruction

Job Posting Title * Warehouse Operator

- For “Reason,” you will want to choose “Close Job Requisition>Administrative,” and then you will want to choose either “Administrative>No Longer Recruiting: No Longer Needed,” or “Administrative>Requisition Opened in Error”

Close Evergreen Requisition R2400813 Warehouse Operator (Evergreen) (Op)

Supervisory Organization Miguel De Jesus (Inherited) (inactive)

Reason * Search

Close Date * Close Job Requisition > Administrative

Job Application Template * Administrative > No Longer Recruiting: No Longer Needed

Recruiting Instruction

Administrative > No Longer Recruiting: No Longer Needed

Administrative > Requisition Opened in Error

- Once you have chosen your “Reason,” you will then want to put in the date you would like your req to close and then click “Submit”

Close Evergreen Requisition

R2400813 Warehouse

Supervisory Organization: Miguel De Jesus (Inherited) (inactive)

Reason: * Administrative > No Longer Recruiting; No Longer Needed :::

Close Date: * 02/19/2025 ←

Job Application Template: * Hourly/Volume

Recruiting Instruction

Job Posting Title: * Warehouse Operator

Job Description Summary: Medline Industries, LP is the leading nationwide care/hospice settings. Due to continued growth, responsible for operating machinery to move and relocating, and stacking product.

Job Description	Responsibilities:
	<ul style="list-style-type: none"> • Catalogues, records, and organizes materials • Fulfills worksheets or tickets for customers • Locates and gathers products for transportation

Submit Save for Later Cancel

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