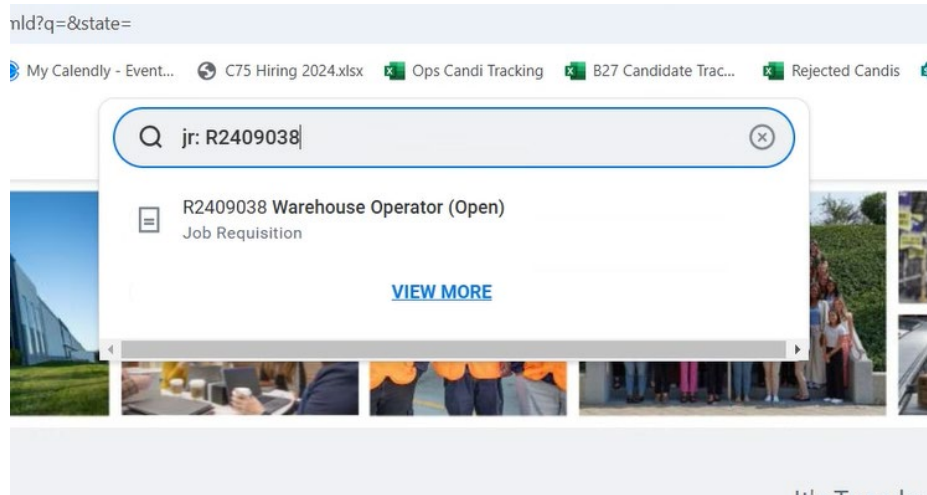
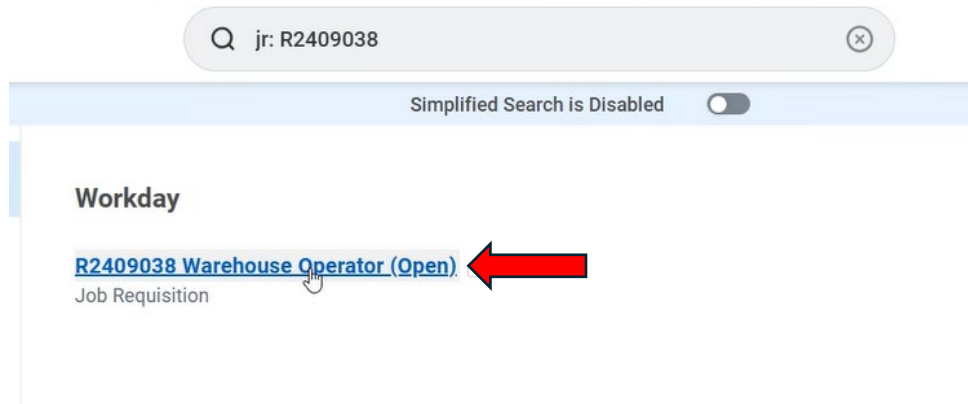


How to Close a Job Req

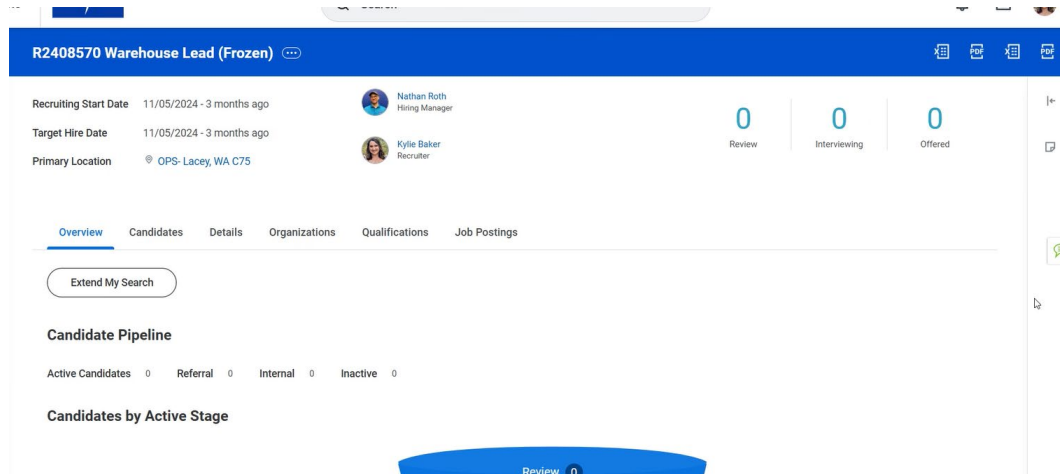
- Start by looking up your req that you would like to close by typing in jr:req ID – example below



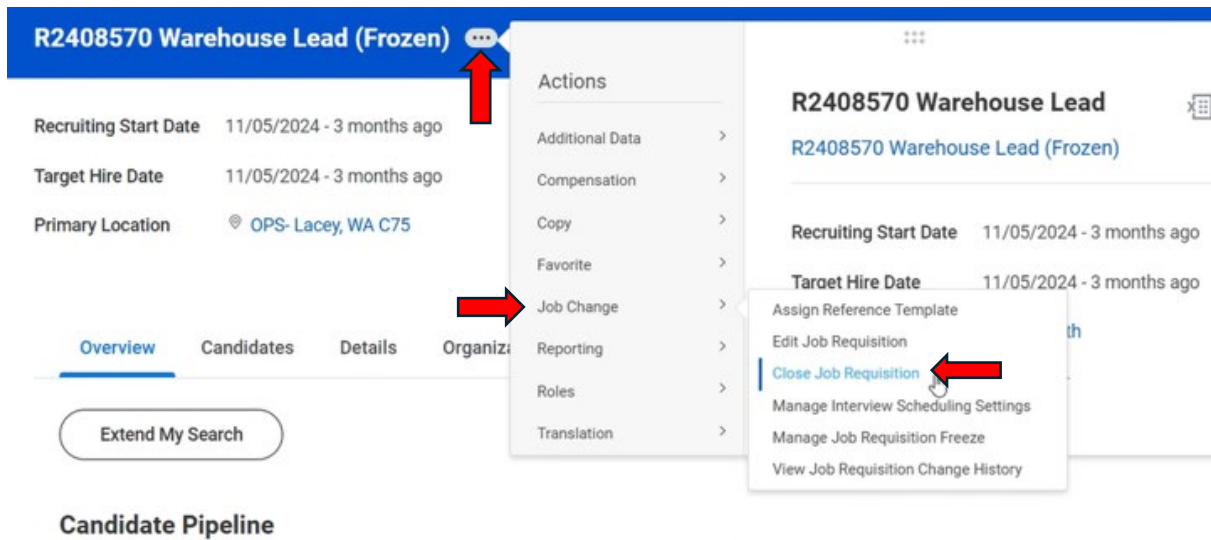
- Once your req pulls up, you will want to click on the req



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



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




- 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 (

Supervisory Organization Miguel De Jesus (Inherited) (inactive)

Reason * 

Close Date *

Job Application Template *

Recruiting Instruction

Close Job Requisition > Administrative

☐ 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:

- Catalogues, records, and organizes materials
- Fulfills worksheets or tickets for customers
- Locates and gathers products for to move

Submit

Save for Later

Cancel