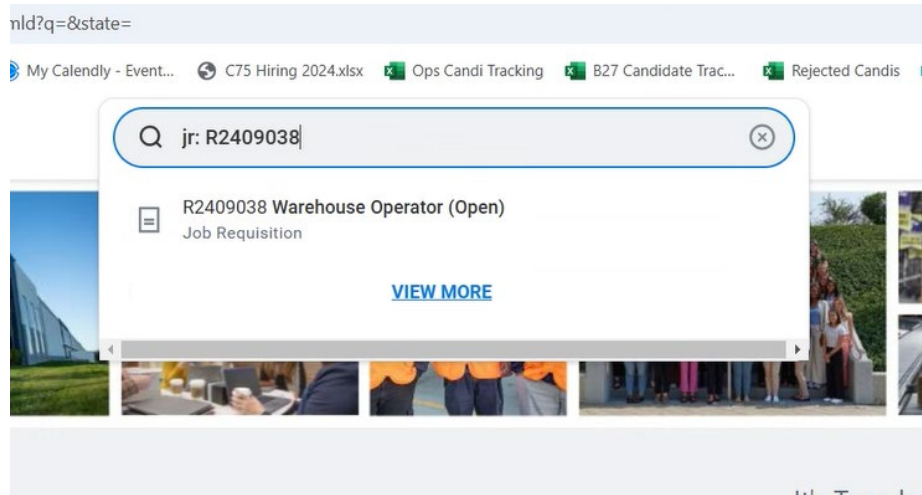
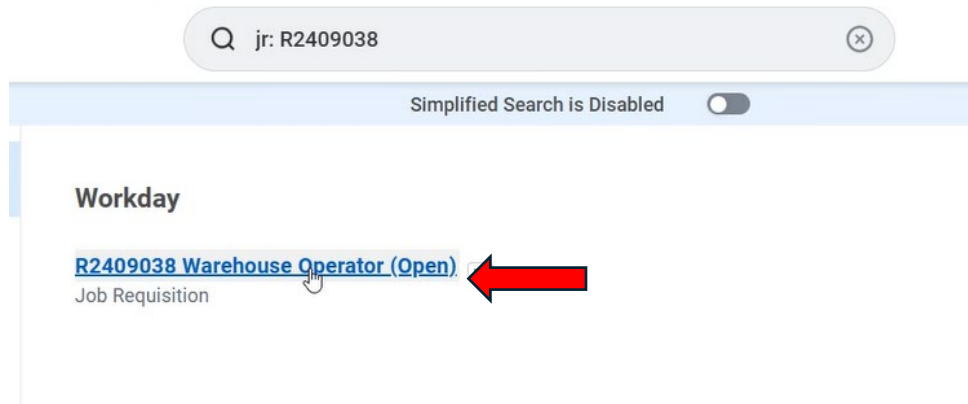


How to Freeze a Requisition

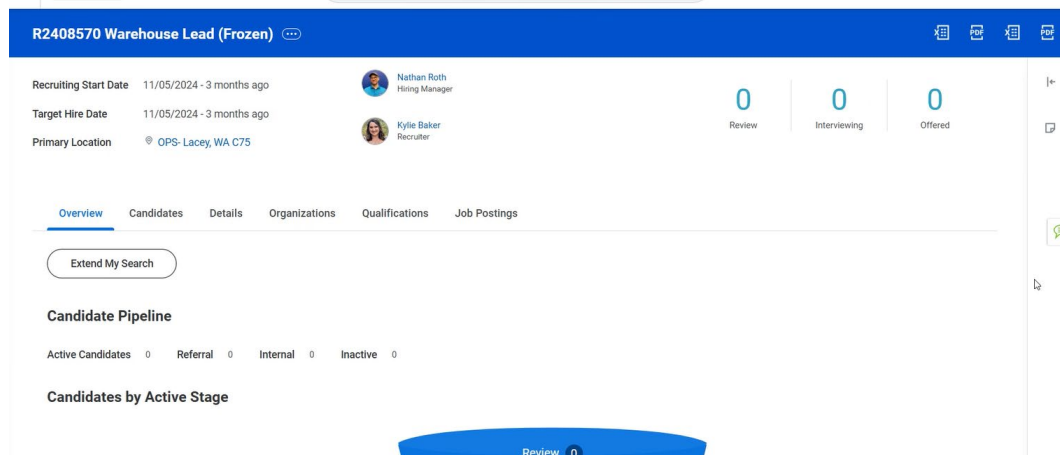
- Start by looking up your req that you would like to Freeze by typing in jr:req ID – example below



- 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 choose “Job Change,” and then choose “Manage Job Requisition Freeze”

Workday - Workday Medline Careers Indeed My Calendly - Event... C75 Hiring 2024.xlsx Ops Candi Tracking B27 Candidate Trac... Rejected Candis

ENU Search

R2408570 Warehouse Lead (Open)

Recruiting Start Date 11/05/2024 - 3 months ago
 Target Hire Date 11/05/2024 - 3 months ago
 Primary Location OPS- Lacey, WA C75

Overview Candidates Details Organ

Extend My Search

Candidate Pipeline

Active Candidates 0 Referral 0 Internal 0 Inactive 0

Candidates by Active Stage

Actions

- Additional Data >
- Candidate Rating and R... >
- Compensation >
- Copy >
- Favorite >
- Hire >
- Job Change >
 - Assign Reference Template
 - Edit Job Requisition
 - Close Job Requisition
 - Manage Interview Scheduling Settings
 - Manage Job Requisition Freeze**
 - View Job Requisition Change History
- Reporting >
- Roles >
- Translation >

- The below screen will then pop up and you will want to input any area that has a red asterisk

Manage Job Requisition Freeze

| | |
|--------------------------|---|
| Job Requisition | R2408570 Warehouse Lead (Open) |
| Supervisory Organization | Nathan Roth |
| Freeze/Unfreeze Reason * | <input type="text"/> |
| Freeze/Unfreeze Date * | <input type="text" value="MM/DD/YYYY"/> |
| Frozen | <input type="checkbox"/> |
| Last Updated | 02/19/2025 |

- Click into the box for “Freeze/Unfreeze Reason”
 - You will then choose “Freeze Job Requisition>Freeze”
 - After choosing “Freeze Job Requisition>Freeze,” you will then choose “Freeze>Freeze for Business Review”

Manage Job Requisition Freeze

Job Requisition R2408570 Warehouse Lead (Open)

Supervisory Organization Nathan Roth

Freeze/Unfreeze Reason * 

Freeze/Unfreeze Date * 


Frozen


Last Updated 02/19/2025

Manage Job Requisition Freeze

Job Requisition R2408570 Warehouse Lead (Open)

Supervisory Organization Nathan Roth

Freeze/Unfreeze Reason * 

Freeze/Unfreeze Date * 

Frozen


Last Updated 02/19/2025


- You will then want to put the date that you want freeze to start and click “Submit”

Manage Job Requisition Freeze

Job Requisition R2408570 Warehouse Lead (Frozen)

Supervisory Organization Nathan Roth

Freeze/Unfreeze Reason * 

Freeze/Unfreeze Date * 

Frozen

Last Updated 01/16/2025

[Hiring Requirements](#) [Process Details](#)

Job Details

Job Profile * Warehouse Ld Operations

Job Families for Job Profiles Warehouse & Distribution

Worker Sub-Type * Regular