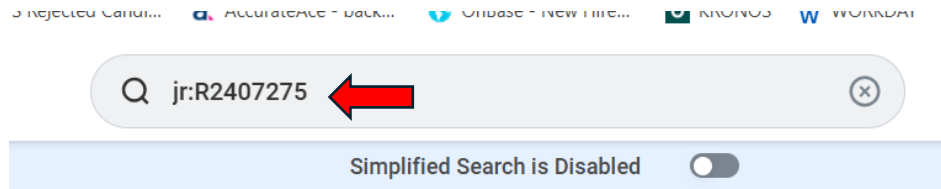
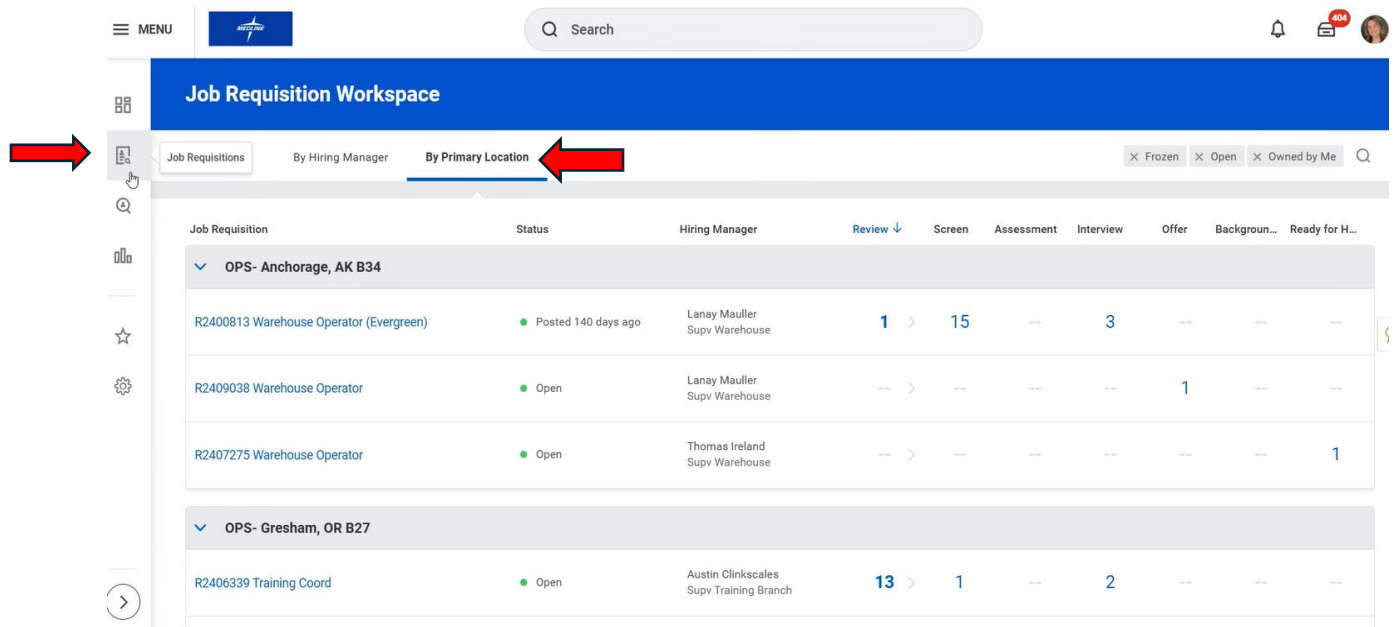


How to Un-Post a req

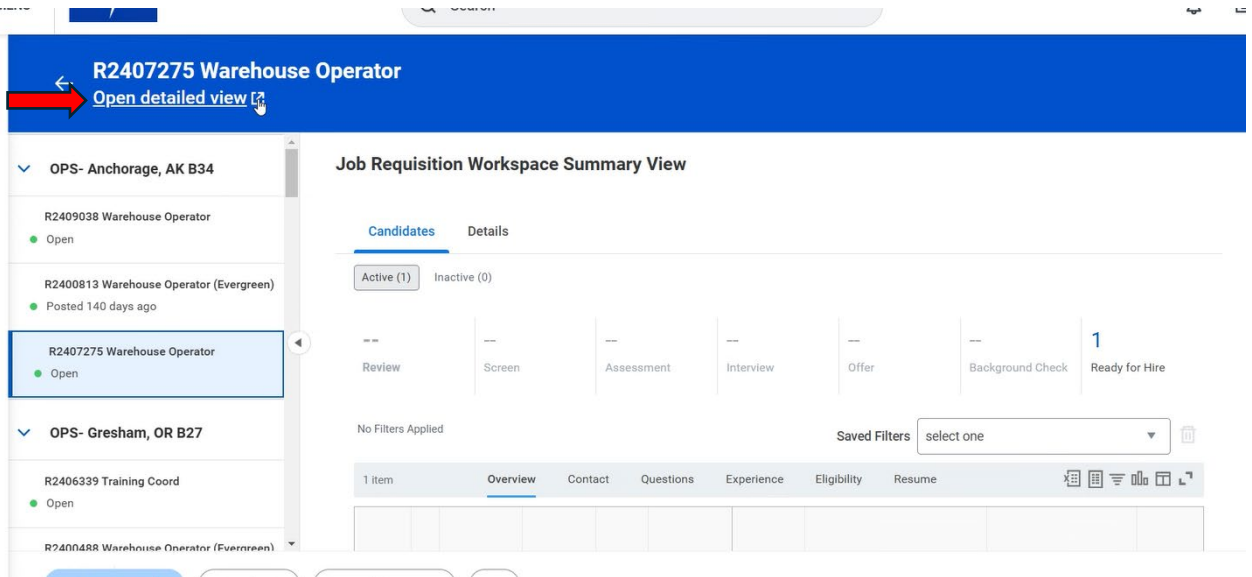
- 1) You will want to first look up the job req you want to un-post. There are two ways you can look up your job req
 - The first way you will want to look up your job req would be to type in jr:req ID – screen shot below. If you search for your job req this way, you will then want to skip to step 2).



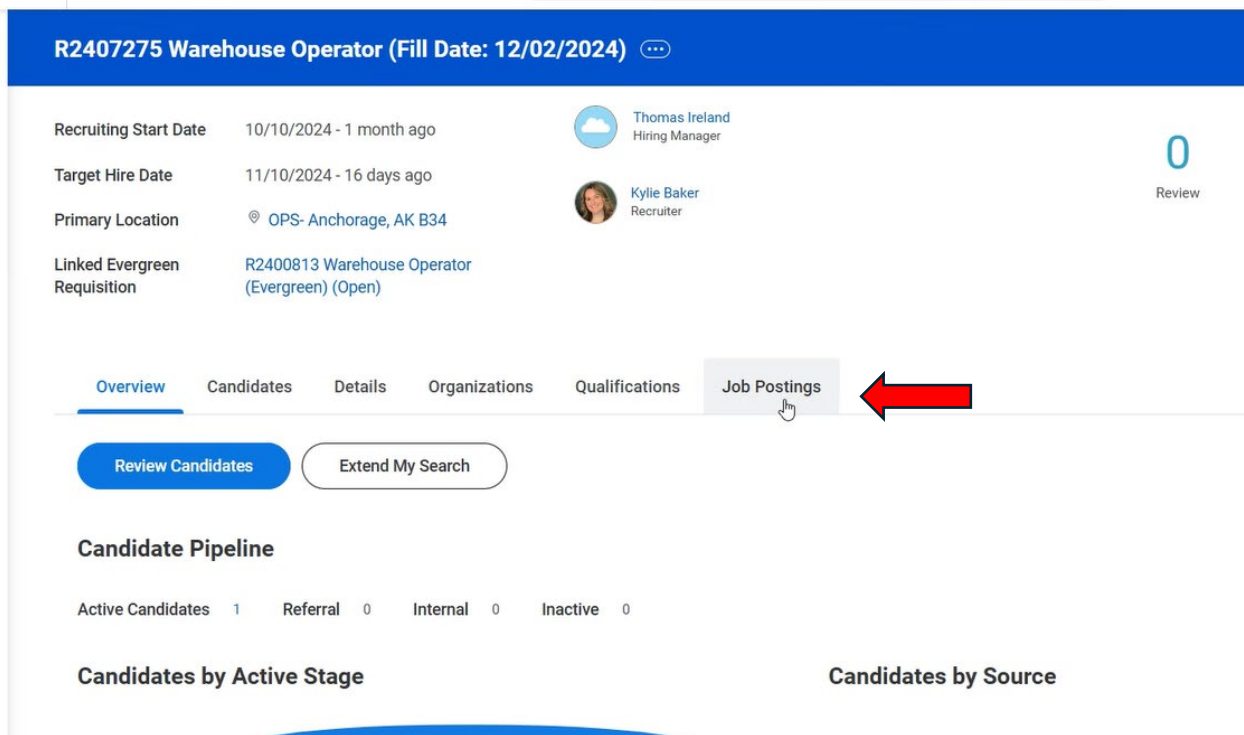
- The second way to look up your job req that you want to post would be to navigate and click on the icon "Job Requisitions" and then click on the tab "By Primary Location"



- Once you are on the tab ‘By Primary Location” you will want to find the req you want to post and then click on “Open detailed view”



2) You will now want to click on “Job Postings”



- 3) After you click on “Job Postings” the below screen will pop up and you will want to click on “Unpost Job”

R2407275 Warehouse Operator (Fill Date: 12/02/2024)

Recruiting Start Date 10/10/2024 - 1 month ago
Target Hire Date 11/10/2024 - 16 days ago
Primary Location OPS- Anchorage, AK B34
Linked Evergreen Requisition R2400813 Warehouse Operator (Evergreen) (Open)

Thomas Ireland Hiring Manager
Kylie Baker Recruiter

0 Review | 0 Interviewing | 1 Offered

Overview Candidates Details Organizations Qualifications **Job Postings**

Post Job

2 Items | All 2 selected

<input checked="" type="checkbox"/>	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
<input checked="" type="checkbox"/>	Internal	Internal	11/26/2024			Hourly/Volume effective 05/16/2024, 6:09 AM	0		Actions
<input checked="" type="checkbox"/>	Medline	External	11/26/2024			Hourly/Volume effective 05/16/2024, 6:09 AM	0	https://medline.wd5.myworkdayjobs.com/Medline/job/Anchorage-Alaska/Warehouse-Operator_R2407275	Actions



Unpost Jobs

View Apply Flow Page Conversion


- 4) After you click “Unpost Job” the below screen will pop up and you will want to click “Submit” to unpost your job

Unpost Jobs R2407275 Warehouse Operator (Fill Date: 12/02/2024)

2 Items

Site	Start Date	End Date	Primary Posting
Internal	11/26/2024		<input type="checkbox"/>
Medline	11/26/2024		<input type="checkbox"/>

enter your comment





Submit

Cancel

Submit