Closing a vacancy

HRIS SUPPORT CENTRE

These steps **must** be completed once the vacancy has been filled, or if it needs to be closed for any other reason.

> **What's changed?**
> This guidance has been created following the move of the Recruitment functionality from Back Office to Portal in February 2020.

1. Ensure pre-requisites have been met

- The Applicant and Vacancy Statuses **MUST** be updated to reflect the latest/final statuses. Where the vacancy is being closed due to a direct appointment, use the vacancy status 'Appointment Made'.

2. For vacancies requiring a Tier 2 visa

For vacancies requiring a Tier 2 visa, the Home Office 'Resident Labour Market Test' (RLMT) requires you to keep a copy of all applications shortlisted for final interview in the medium in which they were received.
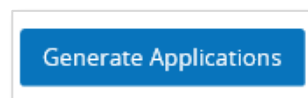
The following steps have been confirmed to meet this requirement:

Core Portal > corehr > Recruitment Dashboard > Vacancies >

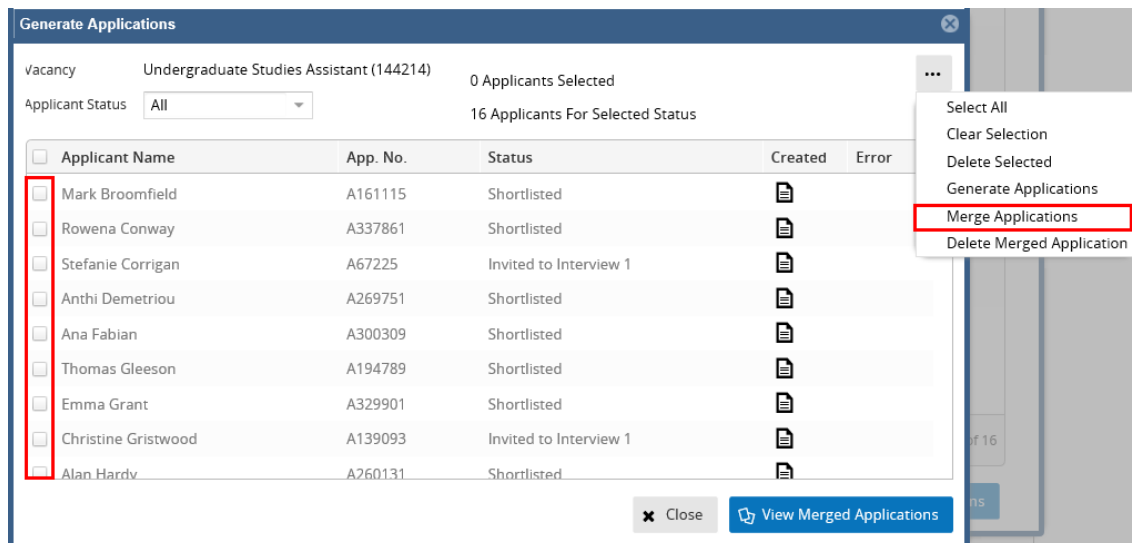1. Search for your vacancy, click on **Actions** and select **View applicants**.
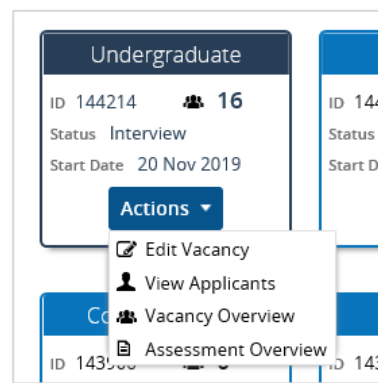
2. Click on the **Generate Applications** button at the bottom right of the applicant screen.

3. Select the applications that were shortlisted for that vacancy by using the tick box option to the left of the applicant's name.

4. Click on the **three dots** and then select **Merge Applications**.


5. A notification should appear at the top of the screen to confirm the job has been submitted.

6. Once the merged document is ready you will receive an email notification.

7. Select the [View Merged Applications] button.

8. If the merger has been successful, then the online PDF of the document will open in another window**.** You may be required to show you trust the document source in order to open.

This will overwrite existing merged pack.

3. Enter Closing Date and Final Status:

Core Portal > corehr > Recruitment Dashboard > Vacancies > Actions > Edit Vacancy
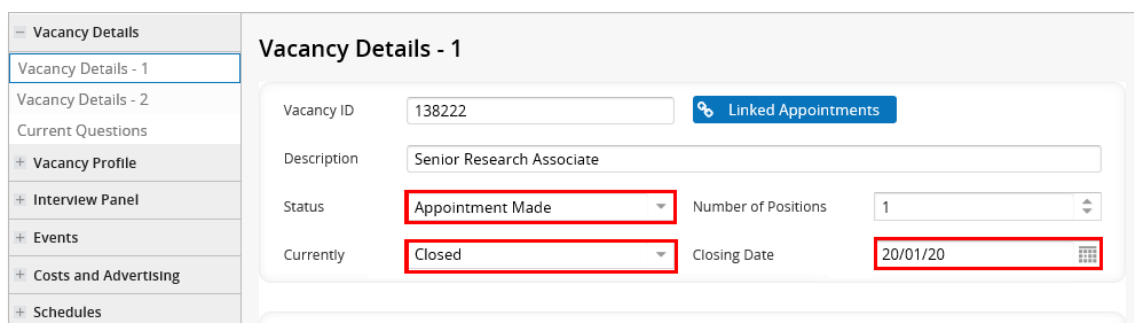
Closing a vacancy

1. Complete the fields as instructed below:

Field Name (* mandatory)	Guidance
Status *	Select the appropriate vacancy status e.g. **Appointment Made** or **No Appointment Made**
Currently *	Select **Closed**
Closing Date *	Enter todays date

2. Scroll down and click the button at the bottom of the screen.

If your recruitment exercise was not successful and/or for all other scenarios please refer to **Unplanned recruitment events guidance**.