

The steps outlined in this guide **must** be completed once the vacancy has been filled, or if it needs to be closed for any other reason.



Note* Please ensure you have completed the final Vacancy Events. Refer to the **Manage Recruitment statuses and events** guide for details.

1. Ensure pre-requisites have been met

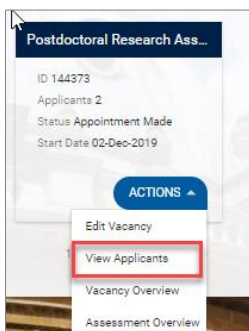
The Applicant and Vacancy Statuses **MUST** be updated to reflect the latest/final statuses. Where the vacancy is being closed due to a direct appointment, use the vacancy status 'Appointment Made'.

2. Vacancies requiring a Tier 2 visa

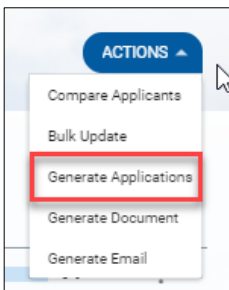
For vacancies requiring a Tier 2 visa, the Home Office 'Resident Labour Market Test' (RLMT) requires you to keep a copy of all applications shortlisted for final interview, in the medium in which they were received. The following steps have been confirmed to meet this requirement:

Core Portal > Employee Dashboard > Recruitment > Vacancies

1. Search for your vacancy, click on **ACTIONS** and select **View applicants**.

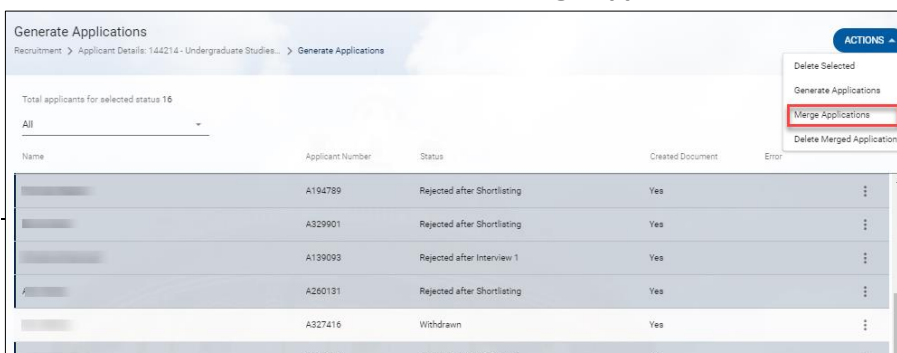


2. In the Applicant details screen click on **ACTIONS** and select **Generate Applications**.



3. Select the applications that were shortlisted for that vacancy by clicking on the applicant's name.

4. Click on the **ACTIONS** and then select **Merge Applications**. *This will overwrite existing merged pack.*



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, the online PDF version will open in another window. You may be required to show you 'trust the document source' in order to open it.

3. Enter Closing Date and Final Status

Core Portal > Employee Dashboard > Recruitment > Vacancies > Actions > Edit Vacancy

1. Complete the fields as instructed below:

Field Name	Description
Status *	Select the appropriate vacancy status eg Appointment Made or No Appointment Made
Currently *	Select Closed
Closing Date *	Enter today's date

2. Click the **SAVE** button at the bottom of the screen.

If your recruitment exercise was not successful and/or for all other scenarios, please refer to the guidance document: [Unplanned recruitment events](#).