How to complete/finish a vacancy

refers to:
vacancy form → details tab

Once there is no more to be done i.e a vacancy has been either filled or cancelled, the Vacancy can be completed.
Details that indicate the vacancy is finalised are the status and end date. Expand the Vacancy, go to the Details area and check the Status field. Ensure a Final State is selected:

- Filled Filled by us – no longer open.
- Unfilled/Lost Not filled by us – no longer open.
- Cancelled Cancelled without being filled.
- Any other set up for the Agency.

Expand the Dates section and enter the End Date. This will ensure the vacancy no longer appears on the Temp Desk after that date.

When completing a vacancy you will be asked to confirm that any unplaced candidates on the short list without a Final state will be set to the final state ‘rejected, filled by other’. The wording can be changed by the Agency.

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