

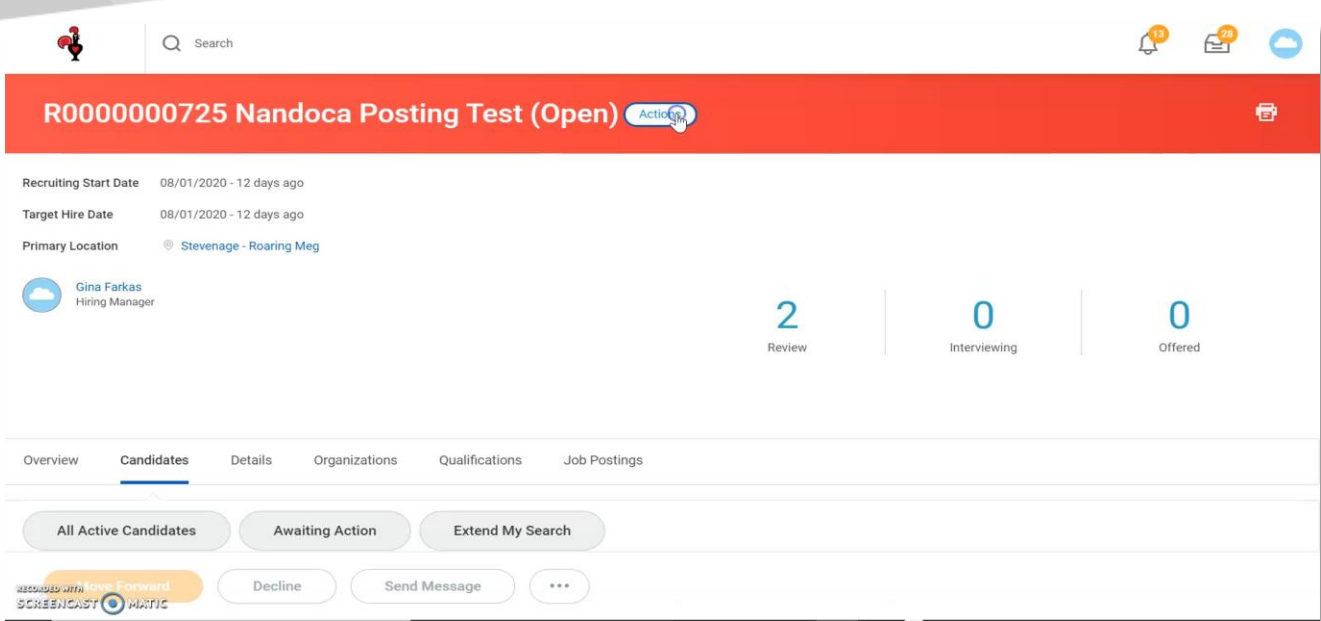


Recruitment

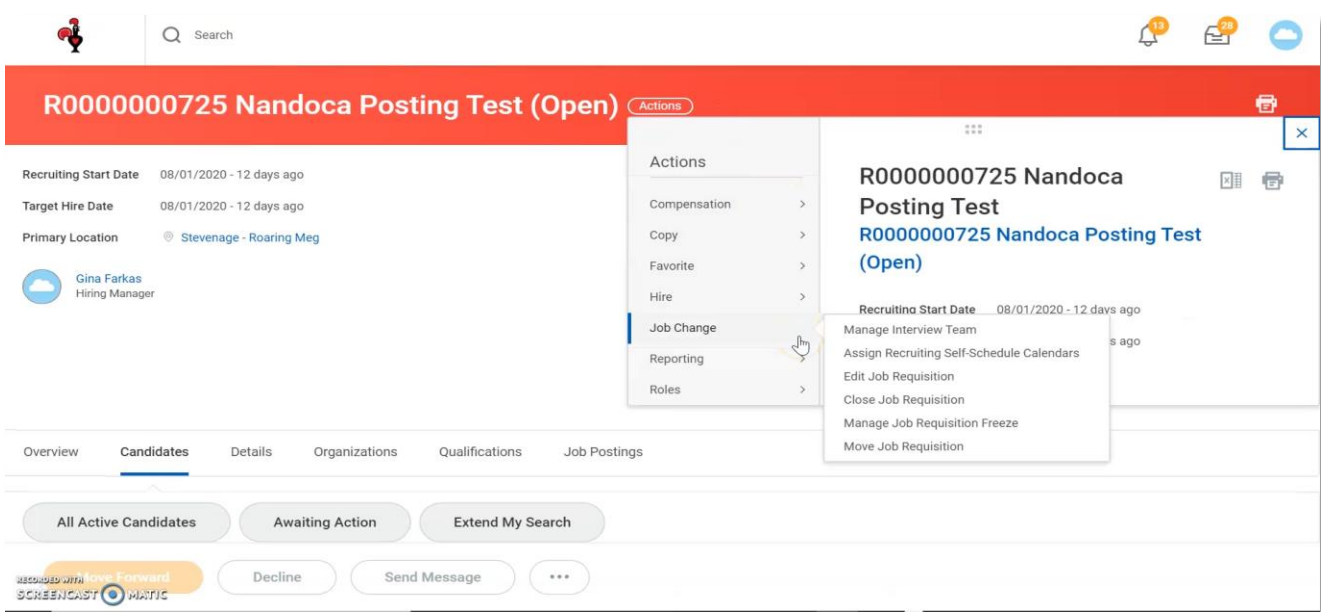


1.0 Closing requisition

A requisition will automatically close if you have filled all of the positions, however if you need to close the requisition because you are no longer recruiting you can also do this.



From the Requisition Click on the Actions button next to the Requisition name



Hover over Job Change



1.0 Closing requisition

The screenshot shows the 'R0000000725 Nandoca Posting Test (Open)' page. The 'Actions' menu is open, displaying options: Compensation, Copy, Favorite, Hire, Job Change, Reporting, and Roles. A sub-menu is visible for 'Close Job Requisition', listing: Manage Interview Team, Assign Recruiting Self-Schedule Calendars, Edit Job Requisition, Close Job Requisition (highlighted), Manage Job Requisition Freeze, and Move Job Requisition. The page also shows details like Recruiting Start Date (08/01/2020 - 12 days ago), Target Hire Date (08/01/2020 - 12 days ago), Primary Location (Stevenage - Roaring Meg), and Hiring Manager (Gina Farkas). Navigation tabs include Overview, Candidates (selected), Details, Organizations, Qualifications, and Job Postings. Buttons at the bottom include All Active Candidates, Awaiting Action, Extend My Search, Decline, Send Message, and a three-dot menu.

Select 'Close requisition'

The screenshot shows the 'Close Job Requisition' form. The 'Reason' field is open, displaying a dropdown menu with options: Close Job Requisition > Administrative, Administrative > No Longer Recruiting, No Longer Needed (highlighted), and Administrative > Requisition Opened in Error. The form also includes fields for Job Requisition (R0000000725 Nandoca Posting Test (Open)), Supervisory Organization (Stevenage - Roaring Meg - Nandocas (Gina Farkas)), Requester, Close Date, Job Application Template, Job Posting Title (Nandoca Posting Test), and Job Description. The Job Description text reads: 'The purpose of my role: Brimming with passion and personality, as a Nandoca, I put all I have into everything I do in order to create unforgettable customer moments and feelings. What I do: I make our customers feel valued as part of our family by creating a fun environment for them to enjoy. It's up to me to make sure our customers leave feeling happy, having had a really positive experience. Front of house: • I give a warm welcome to our customers and make them feel at home. • I serve customers efficiently at the till – understanding and meeting their needs. • I serve amazing food to Nando's high standards that make customers feel 'Fired Up', 'Wowed by the Experience' and 'Hooked for the Next Taste'. • I bring amazing food and drink to the table and make sure our customers have everything they need. • I manage the takeaway customer experience. • I set up, maintain, hand over and close down a clean, safe and fully operational workstation. • I handle deep cleaning to Nando's high standards. • I follow all fire safety, health and safety, food hygiene and restaurant security measures.' Buttons at the bottom include Submit, Save for Later, and Cancel.

Select the 'reason' for closing the requisition from the drop down box



1.0 Closing requisition

Close Job Requisition

Job Requisition: R000000725 Nandoca Posting Test (Open)

Supervisory Organization: Stevenage - Roaring Meg - Nandocas (Gina Farkas)

Reason: Administrative > No Longer Recruiting; No Longer Needed

Requester: Gina Farkas

Close Date: DD / MM / YYYY January 2020

Job Application Template: Nandoca Application Template

Job Posting Title: Nandoca Posting Test

Job Description: The purpose of my role: To make our customers feel amazing food to Nando's. I ensure our customers have everything they need. I manage the takeaway customer experience. I set up, maintain, hand over and close down a clean, safe and fully operational workstation. I follow all food safety, health and safety, food hygiene and waste disposal procedures. I have into everything I do in order to create unforgettable customer moments and feelings. What I do: I or them to enjoy. It's up to me to make sure our customers leave feeling happy, having had a really positive n feel at home. I serve customers efficiently at the till - understanding and meeting their needs. I serve by the Experience' and 'Hooked for the Next Taste'. I bring amazing food and drink to the table and make

Submit Save for Later Cancel

Select the date you are closing the requisition from the 'close date' field

Worker Sub-Type: 01 - Regular

Worker Type: Nandoca

Compensation Grade: 5

Primary Location: Stevenage - Roaring Meg

Primary Job Posting Location: Stevenage - Roaring Meg

Additional Locations: (empty)

Additional Job Posting Locations: (empty)

Scheduled Weekly Hours: 48

Work Shift: (empty)

Recruiting Start Date: 08/01/2020

Target Hire Date: 08/01/2020

Target End Date: (empty)

enter your comment

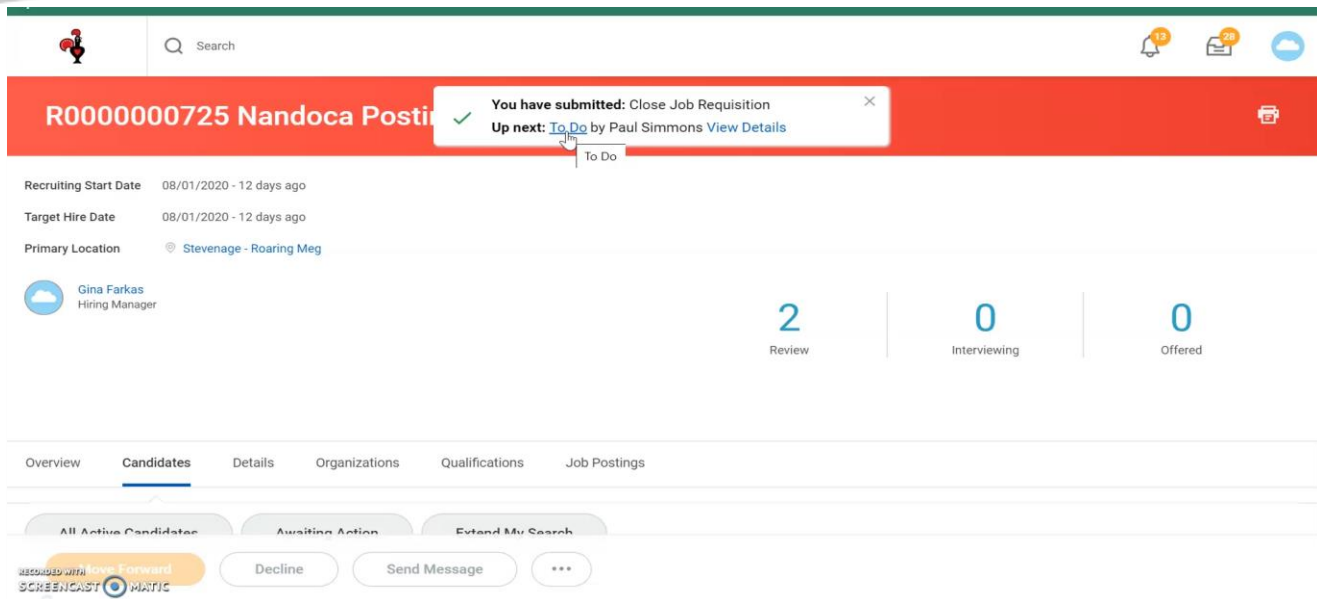
Submit Save for Later Cancel

The rest of the information should default

Click submit



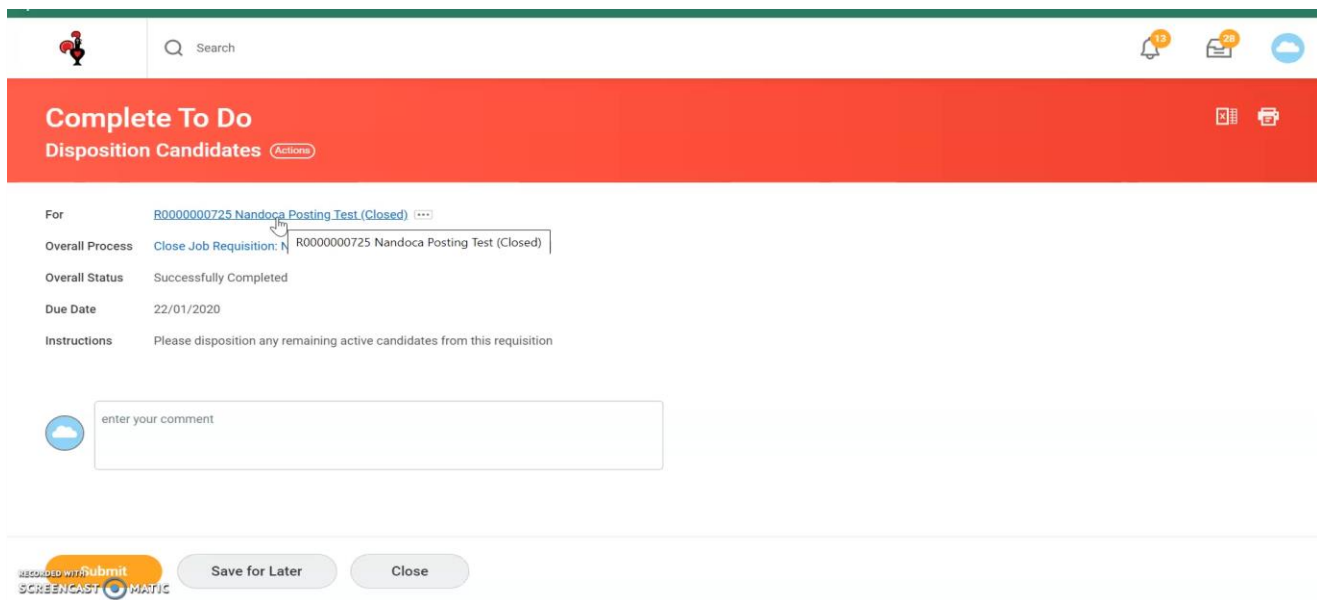
1.0 Closing requisition



The screenshot shows a job requisition page for 'R0000000725 Nandoca Posti'. A red banner at the top contains a green checkmark and the text: 'You have submitted: Close Job Requisition. Up next: [To Do](#) by Paul Simmons View Details'. Below this, the requisition details are listed: Recruiting Start Date (08/01/2020 - 12 days ago), Target Hire Date (08/01/2020 - 12 days ago), Primary Location (Stevenage - Roaring Meg), and Hiring Manager (Gina Farkas). A progress bar shows 2 Review, 0 Interviewing, and 0 Offered. The 'Candidates' tab is selected, showing 'All Active Candidates', 'Awaiting Action', and 'Extend My Search'. A 'SCREENCAST WITH SUBMIT' button is visible.

You will then receive a to do step in a pop up box at the top of the page

Open the to do step by clicking on 'to do'



The screenshot shows the 'Complete To Do' page for 'Disposition Candidates'. The page title is 'Complete To Do' with a sub-header 'Disposition Candidates' and an 'Actions' button. The main content area shows details for the requisition 'R0000000725 Nandoca Posting Test (Closed)'. The 'Overall Process' is 'Close Job Requisition: N R0000000725 Nandoca Posting Test (Closed)'. The 'Overall Status' is 'Successfully Completed'. The 'Due Date' is '22/01/2020'. The 'Instructions' are 'Please disposition any remaining active candidates from this requisition'. There is a comment box with the placeholder text 'enter your comment'. At the bottom, there are buttons for 'Submit', 'Save for Later', and 'Close'.

You will now need to 'disposition/decline' all the remaining candidates still active on the requisition

Click on the requisition number highlighted in blue



1.0 Closing requisition

The screenshot shows the top section of a recruitment portal. At the top, there's a header with a search bar and notification icons. Below this, a red banner displays the requisition ID 'R0000000725 Nandoca Posting Test (Closed)' and an 'Actions' button. The main content area provides details about the requisition: Recruiting Start Date (08/01/2020 - 12 days ago), Target Hire Date (08/01/2020 - 12 days ago), and Primary Location (Stevenage - Roaring Meg). A hiring manager profile for Gina Farkas is shown. A progress bar indicates 2 Review, 0 Interviewing, and 0 Offered candidates. Below the progress bar, there are tabs for Overview, Candidates, Details, Organizations, Qualifications, and Job Postings. The 'Candidates' tab is active, showing a 'Review Candidates' button and an 'Extend My Search' button. A watermark 'RECORDED WITH SCREENCAST MATE' is visible in the bottom left corner.

Navigate to the 'candidate' tab

This screenshot shows the candidate list grid within the 'Candidates' tab. At the top, there's a summary bar with '2 Review' and a progress bar showing stages: Screen, Interview, Reference Check, Offer, and Ready for Hire. Below this, it says 'No Filters Applied' and 'Saved Filters' with a dropdown menu. The grid has a header row with columns: Candidate, Step / Disposition, Awaiting Me, Awaiting Action, Step awaiting action, Previous Worker?, Requires Reasonable Adjustments?, Commuting Distance, Primary Phone Number, Jobs Applied to, and Source. There are two rows of candidates: Aaliya Manzoor (Prior Worker) (420) and Janet Jackson (397). Both are in the 'Review' stage. The 'Awaiting Me' column shows a 'Review' button for each. The 'Awaiting Action' column shows the number '3'. The 'Step awaiting action' column shows 'Review Decision'. The 'Previous Worker?' column shows 'Eligible for Rehire' for Aaliya and 'No Previous Record' for Janet. The 'Requires Reasonable Adjustments?' column shows 'No' for both. The 'Commuting Distance' column shows '60 + Minutes' for Aaliya and '0 - 30 Minutes' for Janet. The 'Primary Phone Number' column shows '7599813130' for Aaliya and '7876545432' for Janet. The 'Jobs Applied to' column shows '1' for both. The 'Source' column shows 'Social Media -> Facebook' for Aaliya and 'Job Boards -> broadbean_test' for Janet. At the bottom, there are buttons for 'Decline', 'Send Message', and a three-dot menu. A watermark 'RECORDED WITH SCREENCAST MATE' is visible in the bottom left corner.

Select the box in the top left corner of the candidate grid to select all remaining candidates



1.0 Closing requisition

2

Review

Screen

Interview

Reference Check

Offer

Ready for Hire

No Filters Applied

Saved Filters

select one

2 Items

All 2 selected

Overview

Contact

Questions

☒	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Step awaiting action	Previous Worker?	Requires Reasonable Adjustments?	Commuting Distance	Primary Phone Number	Jobs Applied to	Source
☒	Aaliya Manzoor (Prior Worker) (420)	Review	Review	3	Review Decision	Eligible for Rehire	No	60 + Minutes	7599813130	1	Social Media -> Facebook
☒	Janet Jackson (397)	Review	Review	3	Review Decision	No Previous Record	No	0 - 30 Minutes	7876545432	1	Job Boards -> broadbean_test

RECORDED WITH **Move Forward SCREENCAST**

Decline

Send Message

...

Click on the decline button

R0000000725 N

Recruiting Start Date 08/01/2020 - 12/31/2020

Target Hire Date 08/01/2020 - 12/31/2020

Primary Location Stevenage

Gina Farkas
Hiring Manager

Overview

Candidates

Details

0

Offered

Decline

Send Message

...

Decline Job Applications

Review

Disposition Reason

search

2 Items

Job Application

Aaliya Manzoor (Prior Worker) (420)

Janet Jackson - R0000000725 Posting Test (397)

Reason

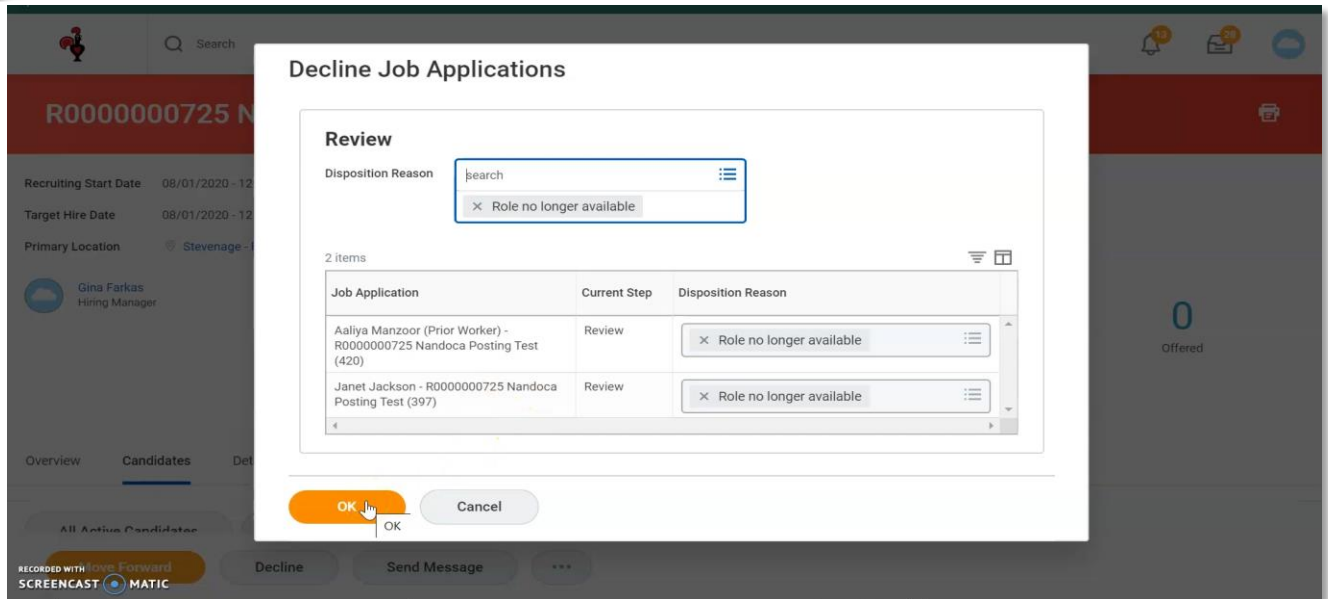
OK

Cancel

Select disposition reason



1.0 Closing requisition



Click on Role no longer available

Click ok

Process now complete