

Cancel a Requisition

For various reasons, you may need to simply cancel a requisition and not continue with the recruitment process. The OHC provides the option to cancel a requisition, even after it has been approved.

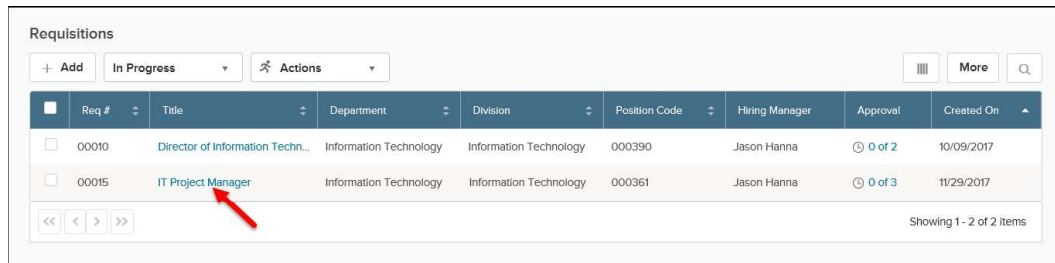
Required OHC role: With the OHC role of Originator or HR Liaison, you can cancel a requisition.

Steps to Cancel a Requisition

1. On the Jobs menu, click Requisitions.



2. Click the requisition to be cancelled.



3. Click Cancel Req and click OK to confirm cancelling the requisition.

