

## How to Close a Posting

*If you did not include a closing date in your position description, you will need to complete the following steps to close your posting.*

1) All applicants must have a status of 'Hired', 'Not Interviewed Not Hired', 'Interviewed Not Hired' or 'Not Hired (No Email)' **before** a position can be closed.

2) Verify that the **Active Applications** column on your Postings screen reads '0'.

3) After you have completed both of the above, email the Student Employment Office (studentemployment@udayton.edu) to request that the position be closed.

Please include the '**Posting Number**' and '**Working Title**' in your message.

NOTE: When Student Employment closes the position, an email notice is sent to all applicants alerting them that the position has been closed. Since these notices are automatically sent when a position is closed, we recommend that, when possible, positions remain posted for only 30 days. When this is not possible, we recommend that you do not leave positions posted for longer than one semester.