Checklist for Filling or Cancelling Direct User Requisitions in OES

1. Log into OES and select View Open under the Job Postings Category.

2. Select a position you wish to fill or cancel by clicking on View under the position number.

3. If you have active applicants Select All then select Change Multiple Applicant Statuses to move any active applicants to inactive. If you do not have active applicants, proceed to step 5.
4. Change the status to Hired for those that have PES Passed statuses if they were hired, next change the remaining statuses to Eliminated/Expired from Pool (there are not turn down reasons to select). Next click on Continue to Confirm Page, and confirm the status changes.

5. All active applicants should now be inactive. OES should say “no results Found.” Under Active Applicants. Click on View Posting Summary
6. Click on Fill if someone was hired for the posting, or Cancel if not. Then click on continue. It will for confirmation.

7. The position should now be filled/cancelled. A small confirmation message will appear. This posting will now be found by clicking View Historical.