Canceling a Competition
Or
Filling a Competition
that Still Has Vacancies

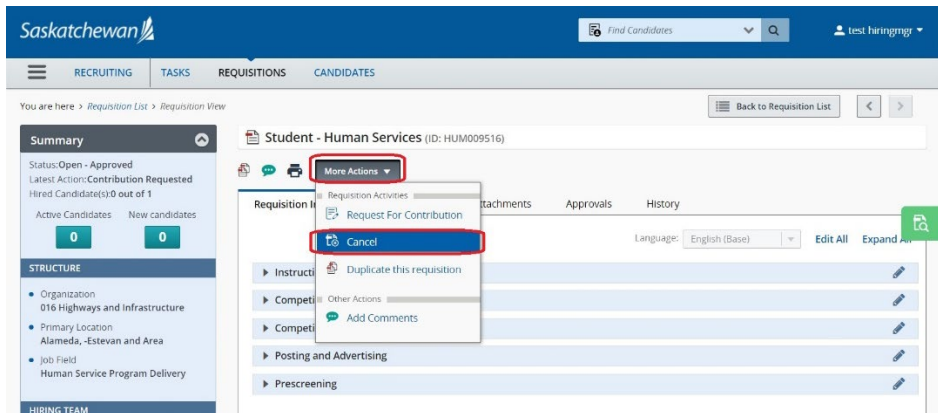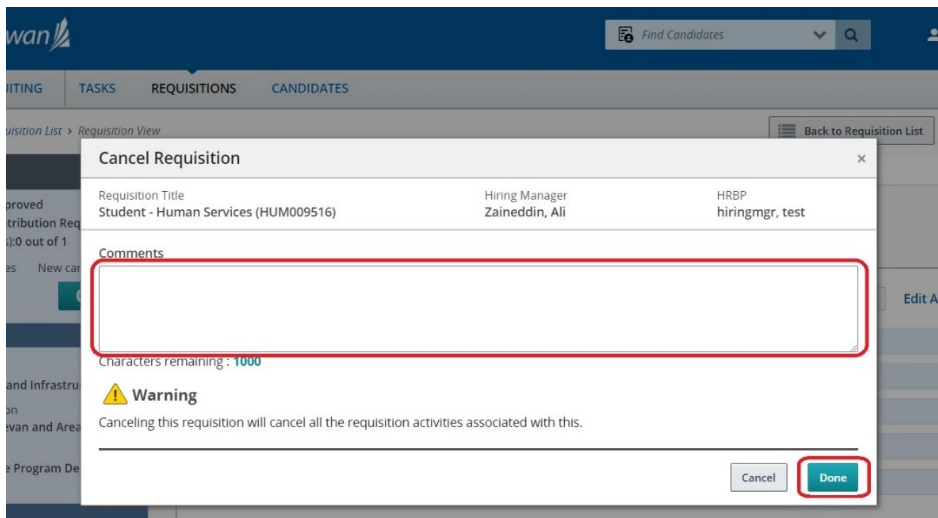## Taleo Version 21A

Saskatchewan

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Cancel a Requisition with No Hires

NOTE: Article 6.2.18 in the PS/GE Collective Agreement states that competitions must not be cancelled after candidates have been assessed, unless agreed to by the parties. Contact your Human Resource Business Partner to discuss whether this Article applies to your competition or not.

To cancel a competition that did not hire any candidates, click the job title, then select "**Cancel**" from the **More Actions** drop-down box.

If the Cancel Competition option is not available to you, contact staffing@gov.sk.ca for assistance.

Cancel Requisition window pops up. Add comments if necessary.

Click **Done**.

Fill a Requisition with Hires

The system will not permit cancelation of a competition that has hires in it. Instead, the competition should be manually filled with the remaining vacancies intact.

It is important to leave the remaining vacancies intact, rather than simply reducing the number of vacancies to the number of hires, so that the historical record accurately reflects any recruitment difficulty that was experienced.

If you want to fill a requisition with Hires, contact staffing@gov.sk.ca for assistance.