

Canceling a Competition Or Filling a Competition that Still Has Vacancies

Taleo Version 21A

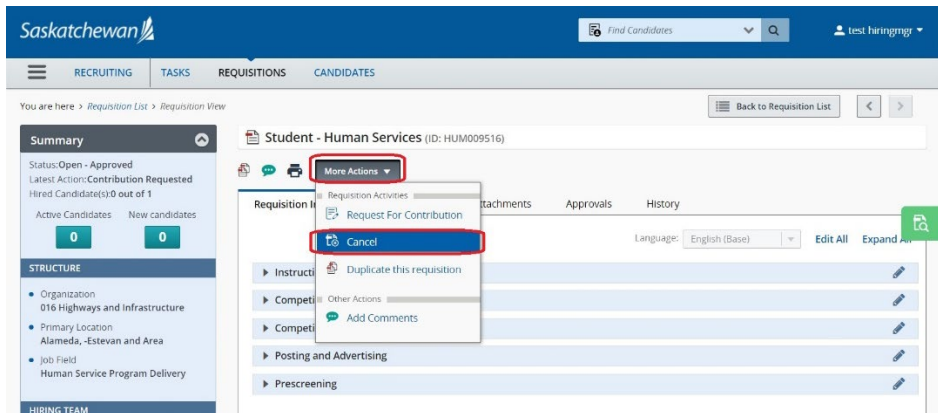
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Saskatchewan! 

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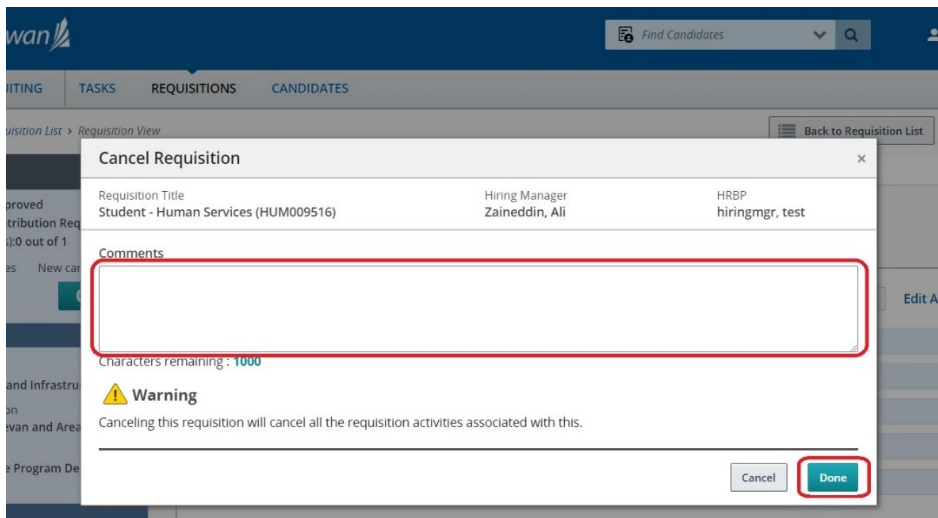
Cancel a Requisition with No Hires



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 screenshot shows the Saskatchewan Requisitions system interface. The top navigation bar includes the Saskatchewan logo, a search bar for candidates, and a user profile for 'test hiringmgr'. The main menu has tabs for RECRUITING, TASKS, REQUISITIONS, and CANDIDATES. The current view is 'Requisition List'.

On the left, there is a 'Filters' panel with options to show requisitions by status (I own or collaborate on) and to include filled/cancelled requisitions. There are 'Apply Filters' and 'Clear All' buttons.

The main area displays 'Requisitions (10)' with a 'More Actions' dropdown and a 'List Format' dropdown set to 'Default requisition list format'. Below this is a table of requisitions:

	#	Title	Grade	Job	Employment Typ
<input type="checkbox"/>	0	ADM017428 Student - Business & Finance	SGEU.01.	CAE - SGEU	Expression of Int for SGEU Term le than 9 months
<input type="checkbox"/>	1	ENG001947 Student - Engineering Assistant	SGEU.03.	SET - SGEU	Expression of Int for SGEU Term le than 9 months
<input type="checkbox"/>	0	ENG001949 Student - Engineering Assistant	SGEU.02.	SET - SGEU	Expression of Int for SGEU Term le than 9 months
<input type="checkbox"/>	0	ENG001951 Student - Engineering Assistant	SGEU.02.	SET - SGEU	Expression of Int for SGEU Term le than 9 months

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.