## Canceling a Competition Or Filling a Competition that Still Has Vacancies

**Taleo Version 21A** 

Last reviewed: May 2021 Next review: May 2022



## **Table of Contents**

Cancel a Requisition with No Hires
Fill a Requisition with Hires

## **Cancel a Requisition with No Hires**

askatchewan 💋		Find Candidates V Q Lest hiringmgr
RECRUITING TASKS	REQUISITIONS CANDIDATES	
ou are here > Requisition List > Requisition View	Ŷ	Back to Requisition List
Summary 🔕	🖹 Student - Human Services (ID: HUM009516)	
Status:Open - Approved Latest Action: Contribution Requested Hired Candidate(s):0 out of 1 Active Candidates New candidates	Pequestion Activities      Requisition      Requisition      Requisition      Cance      Cance	s Approvals History Language English (Base) v Edit All Expand A
STRUCTURE	Instructi     Duplicate this requisition	8
Organization     Of 6 Highways and Infrastructure     Primary Location     Alameda, -Estevan and Area     Job Field     Human Service Program Delivery	Competi      Other Actions	1
	Competi     Add Comments	1
	Posting and Advertising	1
	Prescreening	1

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 <a href="mailto:staffing@gov.sk.ca">staffing@gov.sk.ca</a> for assistance.

Cancel Requisition window pops up. Add comments if necessary.

Click Done.

wan 💋			ind Candidates	<b>~</b> α	<b>±</b> t
	ASKS REQUISITIONS CANDIDATES				
uisition List > Re	equisition View		( iiii a	lack to Requi	sition List
	Cancel Requisition			×	
proved tribution Reg	Requisition Title Student - Human Services (HUM009516)	Hiring Manager Zaineddin, Ali	HRBP hiringmgr, test		
s):0 out of 1 es New car	Comments				Edit All
and Infrastru on Ivan and Area Program De	Warning Canceling this requisition will cancel all the requisition a	activities associated with this.	Cancel	Done	
					-

## **Fill a Requisition with Hires**

Saskatchewan 💋				Find Candidates	~ Q	2	🛓 test hiringmgr 🔻
	REQUISITIO	NS	CANDIDATES				
You are here > Requisition List							Create Requisition
Filters 🗸 📀	🗎 R	equisit	ions (10)				
Show requisitions:	FILTERS Clear A		requisitions: I own o	r collaborate on 😒 🦷 Status: Draft 🕲	Pending 🕲	Open 🕲	On Hold 🕲
🗆 Include filled/cancelled requisitions 💌 Elst Format Default requisition list format 💌							
▶ Status	• •	<b>@</b>	#	Title	Grade	Job	Employment Typ
Apply Filters Clear All		0	ADM017428	Student - Business & Finance	SGEU.01.	CAE - SGEU	Expression of Int for SGEU Term le than 9 months
		1	ENG001947	Student - Engineering Assistant	SGEU.03.	SET - SGEU	Expression of Int for SGEU Term le than 9 months
	•	0	ENG001949	Student - Engineering Assistant	SGEU.02.	SET - SGEU	Expression of Int for SGEU Term le than 9 months
		•	FNG001951	Student - Engineering Assistant	SGEU 02	SFT -	Expression of Int

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 <a href="mailto:staffing@gov.sk.ca">staffing@gov.sk.ca</a> for assistance.