How To: Find Current and Past Requisitions

Supervisors can find all requisitions they've ever created for their JM org with just a few quick clicks!
Click into your Recruiting Dashboard:
Under the “My Recruiting Jobs with Job Family Group,” select “View More”: 
Expand the Job Requisition Status options, and select all:

Select all Job Requisition Status options (Closed, Filled, Frozen, Open) to view all requisitions you've created.
Here you can find: the requisition number, the number of active candidates, and whether the requisition is posted internally, externally, or both:

<table>
<thead>
<tr>
<th>Job Requisition</th>
<th>Job Family Group</th>
<th>Active Candidates</th>
<th>Recruiting Start Date</th>
<th>All Job Posting details including Historical</th>
<th>Current Internal Job posting Active status</th>
<th>Current External Job posting Active status</th>
<th>Manager Photo</th>
<th>Supervisory Organization Level 03 from Top</th>
<th>Supervisory Organization Level 04 from Top</th>
<th>Hiring Manager</th>
<th>Recruiter</th>
<th>Supervisory Organiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>80000xx Student Assistant Sample</td>
<td>Student Non Work Study</td>
<td>6</td>
<td>09/22/2020 - 22 days ago</td>
<td>12:00 AM</td>
<td>Yes</td>
<td>Yes</td>
<td>[Manager Photo]</td>
<td>[Supervisory Organization Level 03 from Top]</td>
<td>[Supervisory Organization Level 04 from Top]</td>
<td>[Hiring Manager]</td>
<td>[Recruiter]</td>
<td>[Supervisory Organiz]</td>
</tr>
</tbody>
</table>

Job requisition number

Number of active candidates

Job postings: Internal (students with active USFWorks profiles) and/or External (students without active USFWorks profiles)
When Your Recruiting is Complete:

If you are no longer actively recruiting for a job requisition, it should be removed from the jobs board. To do so, email the requisition number and your request that it be unposted to StuEmp@usfca.edu.

Finally, to complete your recruiting process, visit your requisition's Candidates tab to manually decline all candidates not hired, selecting a disposition reason that indicates "(sends email)" so students are alerted to their application status. Our “Dispositioning (Declining) Candidates and Unposting Reqs” training document has more information, as well as the text of emails you may choose to send to your candidates. You can find this training guide, along with many others, at our myUSF Student Employment: Supervisors website.