Jobs4Saints User Guide: How to Close a Position
After you have filled your open spots for a position you will need to close your job so that students are no longer able to apply. From the “My Jobs” section you will need to select the “Active” job you wish to close by clicking on the job title.
Next you will select the “Close Job” link in the left hand toolbar.
After you click the “Close Job” link a message pop-up will appear asking you to confirm that you wish to close the position. This warning is to indicate that students will no longer be able to view the position. Select OK to confirm closing the position.
The system will take you back to the job posting and you will see a message at the top notifying you that your position was closed.
The position status will change to “Closed by Employer”. If you notice the R for referrals is still bold because you can access applicants even after the position is closed. The position will no longer accept new applicants but old applicants are not removed.