Putting the Pieces Together
Sometimes needs change after a job opening (requisition) has been posted. If the position is still needed, updates can be made to the School Year, Work Type, and Notes to HR.

This guide outlines how to:

- Log in to Infor HR - (pg. 2)
- Locate a Job Opening (Requisition) - (pg. 4)
- Update a Job Opening (Requisition) - (pg. 6)
- Cancel a Job Opening (Requisition) - (pg. 9)

Which Outcome to Expect
Upon completion of this process, your requested changes to or cancellation of an existing job opening will be routed to HR for review. Once the HR recruiting team has reviewed the request, the recruiter will update or cancel the existing job opening (requisition).

Navigating the Process
Need to back up a step?

- Post a Job Opening - Teacher Leader Positions (Manager)
- Post a Job Opening - Teaching/Long Term Sub Positions (Manager)
- Post a Job Opening - All Other Positions (Manager)

Ready for the next step?
- Review Applicant Profiles (Manager)

To locate these guides, check out the Infor HR Resource Center.

Who to Contact
Please contact your HR Recruiting Specialist for any questions.
ACTION:
Log in to Infor HR


Where to Find Additional Resources
- From this page, you can access the Infor HR Resource Center on the left for quick access to step-by-step guides & resources for all Employee & Manager Space processes.
2) Click Visit (a) under the Manager Space section to access Infor HR.

3) Using your district credentials, enter your User Name and Password (a), then click the blue arrow (b) to log in.
**ACTION:**

Locate a Job Opening (Requisition)

1) Click the **Manager** icon to open Manager Space.

2) Using the **Acquire Talent (a)** dropdown, click on **Candidates and Requisitions (b)**.
Make a Choice

Decide whether you need to make changes to (update) or cancel the opening (requisition).

- **If the requisition is no longer needed:** Cancel the requisition (page 8)

- **If there are changes to the position number, job code, subject or grade:** Cancel this requisition and create a new requisition (page 8, then view Post an Opening guide)

- **If there are changes to the date needed, school year, or work type:** Request update to requisition (page 5)
ACTION:
Update a Job Opening (Requisition)

1) Using the Actions (a) dropdown, select Request Update to Job Requisition (b).

2) On the Request Update window, enter the date in the Effective Date (a) field. Click the search icon (b) to the right of the Reason field. Within the action reasons window, select Update (c).
3) If applicable, click in the **Date Needed** (a) field and update. If applicable, use the **School Year** (b) dropdown and select the correct school year.

**Required**
- Only work types that begin with a number can be used by hiring managers.

4) If applicable, click the search icon (a) to right of the **Work Type** field. Click on the correct **Work Type** (b) to select it.

**Please Note**
- Year-round school-support roles should select “Not Applicable.”
Which Outcome to Expect

- Once the request is submitted, an email is sent to the HR Recruiting Specialist. If the Recruiting Specialist has questions, he/she will reach out to the proxy and/or manager.
- Approved changes are reflected on the position posting within 2 business days.
ACTION:
Cancel a Job Opening (Requisition)

1) Click the **Actions** (a) dropdown, then select **Request Update to Job Requisition** (b).

2) On the **Request Update window**, enter the date in the **Effective Date** (a) field. Click the **search icon** (b) to the right of the **Reason** field. Within the **Action Reasons** window, click on **Cancel** (c) to select it.
3) Click in the Comments (a) field and type in the reason for cancelling the requisition. Click Submit (b) to complete the process.

Please Note
- The Notes to HR field is where any comments that were entered upon initial submission would appear.

4) A confirmation message will appear at the top of the screen indicating your cancellation request was submitted.

Which Outcome to Expect
- Once your request has been submitted, it will be routed to the HR Recruiting Specialist for processing. All submitted cancellation requests are approved and the opening is removed from the job board. At that time, all applicants are dispositioned and receive a system-generated email letting them know “job posting has been cancelled.”