

SUCCESSFACTORS – STAFF REQUISITION STATUSES

Purpose

To define and guide the appropriate use of requisition statuses within SuccessFactors for staff positions at UNMC. This ensures transparency, consistency, and accurate tracking throughout the recruitment process.

Prerequisites

This procedure should not be completed until the following SuccessFactors procedures have been reviewed and understood:

- Login and Navigation (required)
- Creating a Staff Requisition (required)
- User Roles (optional)

Procedures

A screenshot of a web application interface showing a dropdown menu for requisition status. The dropdown is open, displaying a list of status options. The background shows a table with columns for 'Status', 'Openings', 'Requisition', 'Requisition Type', and 'Click Apply'. The 'Status' column has a dropdown arrow. The dropdown menu lists the following options: 'No Selection', 'Cancelled', 'Closed', 'Filled', 'On Hold', 'Open', and 'Pending'. The 'Open' option is currently selected. The background table is partially visible, showing the first row with the 'Status' dropdown.

Status	Openings	Requisition	Requisition Type	Click Apply
Open				

1. "Pending" Status - The requisition is in review and awaiting the necessary approvals before being posted.
 - a. Requisition be returned to Initiator for further edits/changes during the approval process (as explained in the "Creating a Staff Requisition" procedure).
 - b. Request updates on where the requisition is in the approval process.
 - c. Requisition is not posted for Internal or External viewing when in Pending status.
 - d. No advertising or candidate outreach occurs when requisitions are in this status.
2. "Open" Status - The requisition has been approved and is now posted and actively accepting applicants.
 - a. Requisition be placed On Hold or Canceled.
 - i. Changes to a requisition (i.e. updates to work schedule, supervisor change, etc.) that need to be made after a requisition has been posted (or is in the Open status) will require the position to be cancelled and a new requisition to be created to reflect the changes.
 1. Please be sure to work with your Compensation representative to reflect any changes that would also need to be made to the position description.
 - a. There are certain exceptions where a change will not require the position to be canceled.
 - i. An "Internal Only" posted requisition is requested to be posted "Externally".
 - ii. Requests to extend the Posting End Date
 - b. All requisitions will be posted for a maximum of six months from the first posting date.
 - i. For possible extensions, reach out to your Staffing contact.
 - c. Hiring Managers can start reaching out to applicants for interviews while a position is in the Open status.
 - i. Though interviews can start at this stage, we recommend that departments request the requisition be placed On Hold as soon as they feel they have a good enough pool of qualified applicants.
 - d. Departments can request additional paid advertising by reaching out to their Staffing representative.
3. "On Hold" Status - Recruitment efforts are temporarily paused.
 - a. Reasons for placing a requisition On Hold
 - i. The applicant pool has enough highly qualified applicants for the department to review and to begin the interview-process.
 - ii. An offer is ready to be extended.
 - iii. Budget changes/constraints cause the department to rethink filling a position, but the department is not yet ready to cancel.
 - iv. The hiring official no longer thinks they need to fill the position but are not yet ready to cancel.

- v. The department is discussing whether to make changes to the requisition but are not ready to cancel.
 - b. Requisitions that are on hold will not be posted and will not allow for any new applications to be submitted.
 - i. To repost a requisition, please reach out to your Staffing representative.
4. “Canceled” Status - The department no longer wishes to fill the requisition and has formally withdrawn it with Staffing.
 - a. No other actions can be taken with this requisition.
 - b. If the department wishes to fill a position after cancelling the requisition, the department will need to create a new requisition.
5. “Closed/Filled” Status – An applicant has been selected for hire and the applicant has been moved to Ready to Onboard applicant workflow status.
 - a. Should the applicant drop out before Onboarding is complete the department can select a still active applicant and start again at the Offer stage of the applicant workflow.
 - i. Notify your Staffing representative if this issue occurs as the applicant will need to be dispositioned and any completed onboarding actions may need to be reverted.
 - b. Should the applicant drop out after Onboarding or Hired is complete, contact your Staffing representative for further assistance.
 - c. Active applicants not selected for hired or not being considered as a back-up option should be dispositioned.
 - d. Once the applicant is moved to the Hired applicant workflow, all remaining active applicants should be dispositioned.
 - i. Please review the “Staff Applicant Workflows” procedure for additional information on dispositioning applicants.
6. You can review the status for your requisitions in the job requisitions table on the job requisitions page, as shown in the following image.

Job Requisitions

Items per page: 150 Page 1 of 2

Filter Job Requisitions All job requisitions Filter Options Display Options Highlight Job Title

Job Title	Req Id	Position Number	Hiring Official	HRC/Compliance Approver	Current Step	Currently With	Due	Candidates	Progress	Status	Updated	Age(Days)	Job Postings	Job Reqs
Research Technologist II	6300	00071579	Amy L Dodson	Amy L Dodson			02/05/2025	2		Closed	01/08/2025	0	Not Posted	Standard
Education Program Coordinator II	6465	00071003	Kerin E Misunas	Kerin E Misunas			02/06/2025	1		Closed	01/15/2025	7	Not Posted	Standard
Compliance Associate	7299	00071758	Grace E Adler	Michael S Miller			04/10/2025	3		Closed	06/25/2025	100	Not Posted	Standard
Office Associate I	7429	00091585	Patricia Ann Mata	Michael S Miller			04/11/2025	2		Closed	03/26/2025	13	Not Posted	Standard
Alumni Relations Specialist	7492	00072676	Patricia Ann Mata	Michael S Miller			04/11/2025	2		Closed	03/26/2025	13	Not Posted	Standard
Administrative Business Associate	7530	00078928	Nicole M Garner	Michael S Miller			04/11/2025	3		Closed	07/22/2025	131	Not Posted	Standard
Program Manager, Nebraska AHEC	7514	00072829	Kerin E Misunas	Michael S Miller			04/11/2025	-		On Hold	06/11/2025	0	Not Posted	Standard
BHECN Communications Coordinator	7187	00071111	Savannah R Czigos	Michael S Miller			04/10/2025	-		Open	03/18/2025	133	Not Posted	Standard
Clinical Research Coordinator I	7192	00071978	Kelly Slack	Michael S Miller			04/10/2025	2		Open	03/12/2025	139	Not Posted	Standard
Accountant II	7193	00080112	Kerin E Misunas	Michael S Miller			04/10/2025	-		Open	03/14/2025	140	Not Posted	Standard