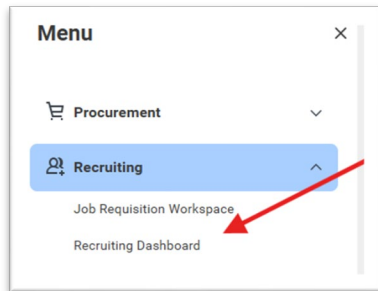
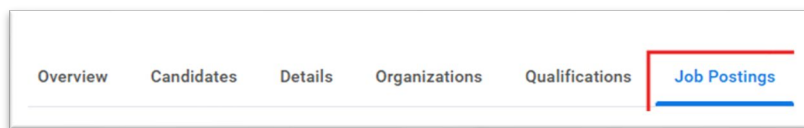
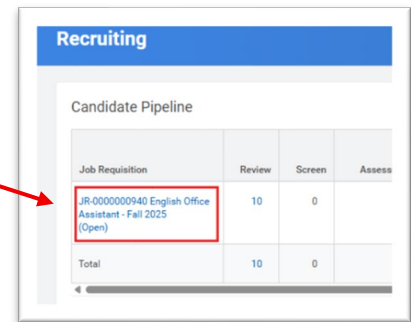


How to Unpost a Student Job Requisition in Workday

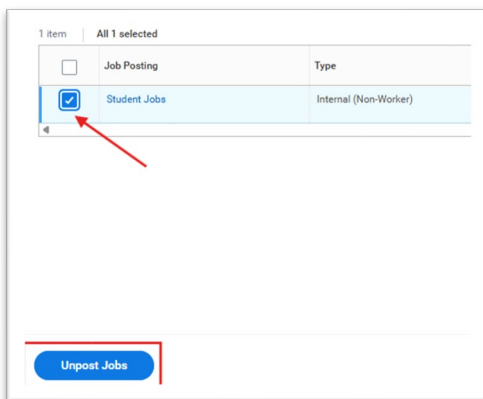
If you need to remove a student job posting from the internal job board, follow the steps below. Please note: You must have access as a *Primary Recruiter* to complete these steps.



1. Log into Workday, click on **Menu** then click **Recruiting Dashboard**. Click on the job requisition you want to unpost.



2. Click on the **Job Postings** tab.



3. In the postings grid, check the box next to Student Jobs, then click **Unpost Jobs**. On the next page, click **Submit** to confirm. After submission, the job will be removed from the internal student job board.

4. You will know the job has been successfully unposted when no data appears in the posting grid.

