

Reposting Searches FAQs

What if a posting is closed but the applicant pool isn't large enough or if the pool doesn't contain enough qualified applicants?

If after screening the applicants and the applicant pool isn't large enough or if there are not enough qualified applicants, you may reopen the posting for a time specific or "open until filled" to allow more applications to apply to the position.

If a position is closed and we screen and interview applicants but are not able to hire any of them? May we reopen the position?

The position may be reposted up to a year after the original posting date. If the advertising is more than 6 months old, the position will need to be advertised again.

What if a position is filled and the person hired resigns or another person resigns from an identical position. May we revisit the applicant pool?

When a position is marked filled, and the person hired resigns or another person resigns from an identical position, another person may be hired from that applicant pool within six months of the original hire date. A new action must be completed in position management in PeopleAdmin for authorization of each new hire.

How often must a position be advertised?

A position should be advertised when it is first posted and if it is reposted six months after its original posting date. A position may be advertised as often as necessary to increase the applicant pool.