

## Recruitment Positions in Workday@OK

This guide is for agency HR staff and OMES HR and Payroll Shared Services.

Before making changes on a position open for recruitment, such as closing a job requisition or hiring a candidate, please be sure to first remove the job post. OMES HCM advises that users utilize the **End Date** column when possible. This step will help candidates know what positions are actively being recruited, assist recruiters with staying on track and can aid in recruitment metrics. Requisitions can quickly be reposted for another block of time to source additional candidates.

	*Site	*Start Date	End Date	Prima
+				
-	× Internal <a href="#">↗</a>	08/23/2023		
-	× State of Oklahoma Careers <a href="#">↗</a>	08/23/2023		