

| **Recruitments to be Finalized** (January 2024) |

Use these steps to select recruitments to finalize. The **Recruitments to be Finalized** tile allows you to review the requisition, add any comments and/ or attachments, including interview notes, copies of advertisements, salary analysis, and approval emails, as necessary. Additional Recruitment job aids can be found in the [HRMS website](#).

Navigation: R'Space > HRMS > Recruitment > Recruitments to be Finalized

**Note: This module is accessible to individuals who have the appropriate HRMS Recruitment EACS roles.*

<p>1. From the HRMS Gateway page, click the Recruitment tile.</p>	
<p>2. The Recruitment landing page displays. Select the Recruitments to be Finalized tile.</p>	

- From the **Recruitments to be Finalized** page, select the recruitment that will be finalized, by **clicking the Pencil icon** under the Actions column.

The **Department HR Coordinator** will review the requisition and add any comments and/or attachments.

Recruitments to be Finalized

Filter 3

Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Routing Queue	Best Qualified	Actions
29845663	QA Jobs - Financial Analyst (EG) 5.18.2023	FINANCIAL ANL 3	D01091	Financial Planning & Analysis Dept	Department HR Coordinator	1	
29424568	EMF Accountant III	GEN ACCOUNTANT 3	D01100	Accounting Dept	Department HR Coordinator	2	
28006340	Storekeeper, Dining Services	STOREKEEPER	D01209	Dining Services	Department HR Coordinator	0	
27994202	Manager, Glasgow Restaurant	FOOD SVC SUPV 2	D01209	Dining Services	Department HR Coordinator	0	
27910523	Institutional Biosafety Committee Administrator/Assistant Biosafety Officer	EHS SPEC 3	D01122	Environmental Health & Safety	Department HR Coordinator	0	
27477217	Financial Analyst III	FINANCIAL ANL 3	D01100	Accounting	Department HR Coordinator	0	

- Select the **Review and Submit** tab.
- From the **Review and Submit** tab, go to the **Recruitment Actions Options** button on the top right.

- Select **Mark Final Successful** from the drop-down menu.
- This will effectively close the recruitment and move it to the **Finalized Recruitments** tile.