

# Canceling a Competition Or Filling a Competition that Still Has Vacancies

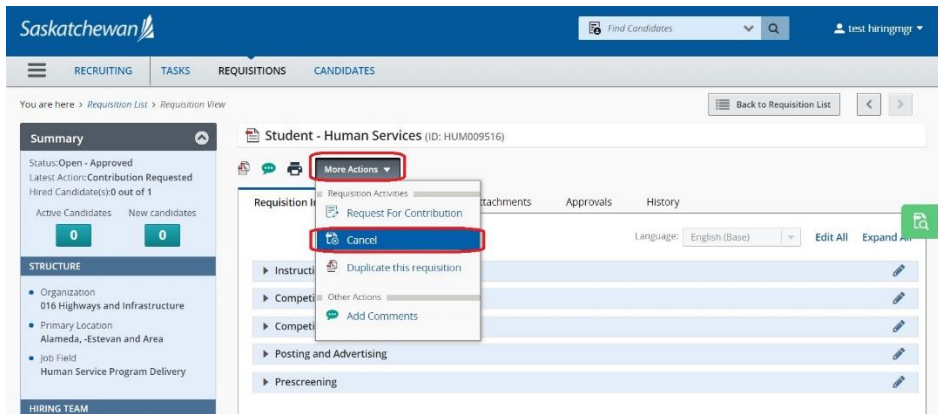
Taleo Version 20B

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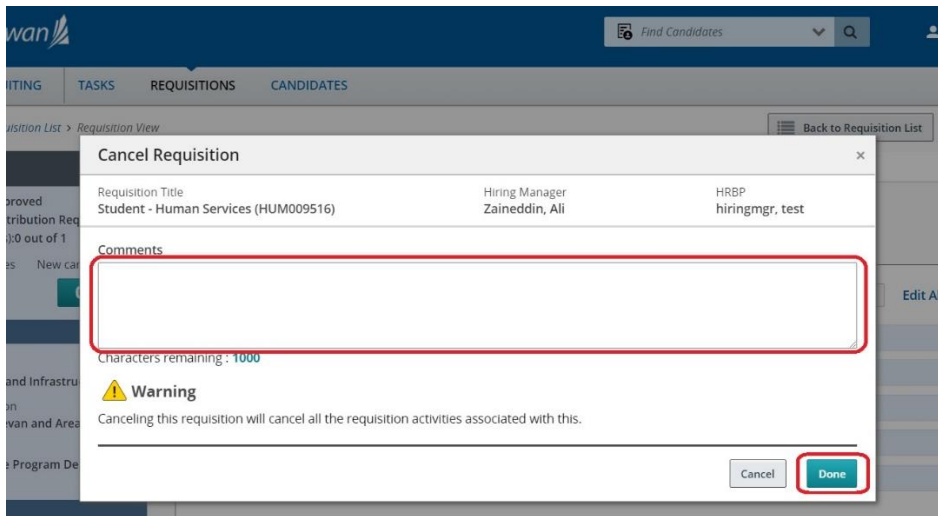
## Cancel a Requisition with No Hires



**NOTE: If this is an in-scope competition, contact your Human Resource Business Partner to discuss canceling the competition.**

To cancel a competition that did not hire any candidates, click the job title, then select **“Cancel”** from the **More Actions** drop-down box.

If the Cancel Competition option is not available to you, contact [staffing@gov.sk.ca](mailto:staffing@gov.sk.ca) for assistance.



Type the reason of cancellation in the comment box.

Click on **Done** button.

## Fill a Requisition With Hires

The screenshot shows the Saskatchewan Requisitions system interface. The top navigation bar includes 'Saskatchewan', a search bar for 'Find Candidates', and a user profile for 'test hiringmgr'. The main menu has 'RECRUITING', 'TASKS', 'REQUISITIONS', and 'CANDIDATES'. The current page is 'Requisition List'. On the left, there is a 'Filters' panel with options to show requisitions 'I own or collaborate on', a checkbox for 'Include filled/cancelled requisitions', and a 'Status' dropdown. The main area displays a table of 10 requisitions. The table has columns for selection, ID, Title, Grade, Job, and Employment Type. The first three rows are visible:

	#	Title	Grade	Job	Employment Type
<input type="checkbox"/>	0	ADM017428 Student - Business & Finance	SGEU.01.	CAE - SGEU	Expression of Int for SGEU Term le than 9 months
<input type="checkbox"/>	1	ENG001947 Student - Engineering Assistant	SGEU.03.	SET - SGEU	Expression of Int for SGEU Term le than 9 months
<input type="checkbox"/>	0	ENG001949 Student - Engineering Assistant	SGEU.02.	SET - SGEU	Expression of Int for SGEU Term le than 9 months

The system will not permit cancellation of a competition that has hires in it. Instead, the competition should be manually filled with the remaining vacancies intact.

It is important to leave the remaining vacancies intact, so that the historical record accurately reflects any recruitment difficulty that was experienced.

If you want to fill a requisition with Hires, contact [staffing@gov.sk.ca](mailto:staffing@gov.sk.ca) for assistance.