

# Putting a Competition On Hold

Taleo Version 15

Last revised: August 2021

Last reviewed: Sept 2017

**Next review: Sept 2018**

*Saskatchewan* 

Test Competition (ADM013588) 4 out of 5 requisitions

Requisition Alerts Attachment **History**

Date	Event	Detail	Comments	By
Sep 15, 2017, 9:07:00 AM	Requisition Put on Hold	Put on Hold	On Hold due to election.	Recruiter, Test
Sep 14, 2017, 3:29:43 PM	Requisition Created	Created		Manager, Test

Staffing Turnaround Time (also known as “time to fill”) is an efficiency metric which is calculated as the number of days between competition creation, and candidate hired, minus time on hold.

On occasion, there may be reasons beyond our control that impact on the ability to proceed with a staffing action, like bumping, staffing freeze, or elections. When these events occur, competitions may be put on hold by the Public Service Commission. These “on hold” periods will not be included in the staffing turnaround time calculation.

Requisitions are not to be put on hold due to situations within our control, such as vacation or internal discussions.

Comments related to a requisition’s On Hold status are captured on the History tab.

If you wish to place a requisition on hold, send an email to [staffing@gov.sk.ca](mailto:staffing@gov.sk.ca) to discuss the situation.

To reactivate a requisition that is on hold, send an email to [staffing@gov.sk.ca](mailto:staffing@gov.sk.ca)