

## **Guidelines for Canceling a Posting in RAPS**

For a number of reasons, departments may discontinue or suspend a RAPS search without making a hire. In these cases, the department must dispense with the applicants and cancel the posting to move it into historical status in RAPS.

To ensure that RAPS records accurately reflect the outcomes of these searches, please follow these guidelines.

### **1. Dispense with Applicants.**

Please move all applicants to a final status. The following statuses are considered final and are appropriate for a canceled search:

- *Posting Canceled* – All applicants who were not interviewed may be set at this status; applicants who are at this status when the posting is canceled will receive an automatic email from RAPS stating that the search was discontinued without a hire (full text of email below).
- *Not Interviewed, Not Selected* – Use this category for candidates who you reviewed and rejected before canceling the posting. Because you must choose a non-selection reason from the dropdown menu for these candidates, this status keeps a record of candidates who were considered and rejected, which may be useful if you plan to re-do the search.
- *Interviewed, Not Selected* – Candidates who are set at this status will not receive any automatic message from RAPS, with the understanding that you have communicated directly with these applicants regarding the outcome of the search. You must choose a non-selection reason from the dropdown menu for these candidates.
- *Declined Offer* – Use this status for candidates who turned down offers. These candidates will not receive any automatic message from RAPS.

If any applicant is at *any* other status, the system will *not* allow you to cancel the posting.

### **2. Provide an Explanation for Canceling the Search.**

In the “Notes / History” tab, please enter a note explaining why the search has been discontinued without a hire. Click “Save and Stay on this Page” to save your changes.

### **3. Change the Status of the Posting to “Posting Canceled.”**

Once you have changed the status of the posting to “Posting Canceled,” the posting will move into historical status where you will be able to access the information in the record any time. Once a posting is at historical status, you may use it to create a new posting, by choosing Create Posting From Previous from the menu options in the left column.

#### **4. Automatic Email Generated to Applicants when Posting is Canceled.**

All applicants set at the status of “Posting Canceled” and “Not Interviewed, Not Selected” will receive an automatic email from RAPS when the posting is canceled. Here is the text of the email:

Thank you for applying for the recently advertised position of [position title]. The search for this position has been discontinued, without success in filling the position. We appreciate the time and effort you put into your application and we extend our best wishes on your job search.

Thank you,

[Name of Authorizing Person listed in “Approvals / Comments” tab]

NOTE: the name of the Authorizing person may be amended in the RAPS entry-field, to include title and Department, as well (as in, "Professor firstname lastname, Chair, Department of Subject, Columbia University"). It may be useful to do this prior to canceling the posting since a simple firstname lastname email may strike some recipients as a little bit informal.