

Cancelling Requisition **A**

Introduction

This job aid explains how to cancel a previously created requisition.

Step	Action	Comments
1.	Log into the Online Hiring Center (OHC)	
2.	Click “Cancel” in the row of the applicable requisition in the “Action” column	

Draft Requisitions
 2 records found.
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Req. #	Req. Title	Position ID	Department	Division	Created	Action
ANON-16511-LS	Account Clerk 1		Aging - Certification		04/08/11	Edit Copy Req Cancel Reassign History
AGE-69931FEB1811-L	Infrastructure Specialist 1		Aging - Certification		02/18/11	Edit Copy Req Cancel Reassign History

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3.	Click “OK” in the pop-up message that appears after you click “Cancel”	
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