Recruitments to be Finalized

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.*

1. From the HRMS Gateway page, click the Recruitment tile.

2. The Recruitment landing page displays. Select the Recruitments to be Finalized tile.
3. 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.

4. Select the **Review and Submit** tab.

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

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