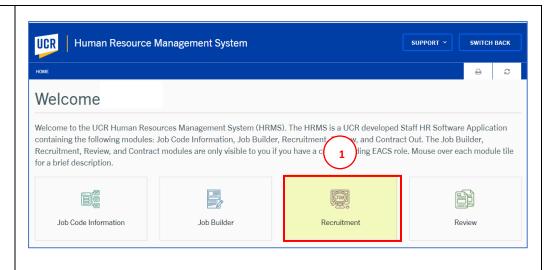## | Recruitments to be Finalized |

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.
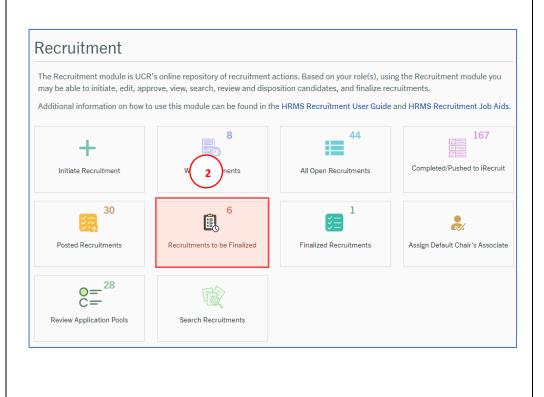
Navigation: R'Space > HRMS > Recruitment > Recruitments to be Finalized

Note: This module is accessible to individuals who have the appropriate HRMS Recruitment EACS roles.

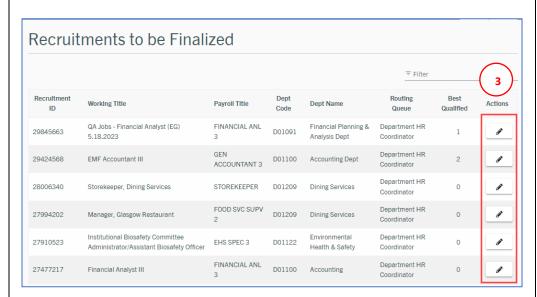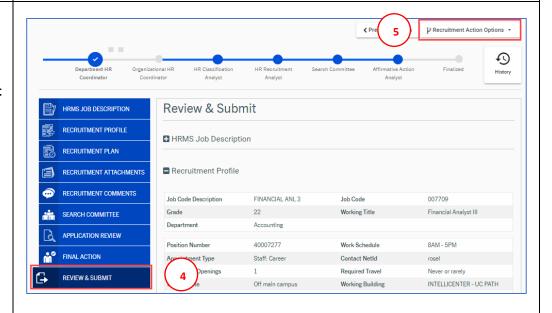|	
1. From the **HRMS Gateway** page, **click** the **Recruitment** tile.	
2. The Recruitment landing page displays. **Select** the **Recruitments to be Finalized** tile.	

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.

Recruitments to be Finalized

Recruitment ID	Working Title	Payroll Title	Dept Code	Dept Name	Routing Queue	Best Qualified	Actions
29845663	QA Jobs - Financial Analyst (EG) 5.18.2023	FINANCIAL ANL 3	D01091	Financial Planning & Analysis Dept	Department HR Coordinator	1	✏
29424568	EMF Accountant III	GEN ACCOUNTANT 3	D01100	Accounting Dept	Department HR Coordinator	2	✏
28006340	Storekeeper, Dining Services	STOREKEEPER	D01209	Dining Services	Department HR Coordinator	0	✏
27994202	Manager, Glasgow Restaurant	FOOD SVC SUPV 2	D01209	Dining Services	Department HR Coordinator	0	✏
27910523	Institutional Biosafety Committee Administrator/Assistant Biosafety Officer	EHS SPEC 3	D01122	Environmental Health & Safety	Department HR Coordinator	0	✏
27477217	Financial Analyst III	FINANCIAL ANL 3	D01100	Accounting	Department HR Coordinator	0	✏

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.

Review & Submit

➕ HRMS Job Description

➖ Recruitment Profile

Job Code Description	FINANCIAL ANL 3	Job Code	007709
Grade	22	Working Title	Financial Analyst III
Department	Accounting		
Position Number	40007277	Work Schedule	8AM - 5PM
Appointment Type	Staff: Career	Contact NetId	rosel
Openings	1	Required Travel	Never or rarely
	Off main campus	Working Building	INTELLICENTER - UC PATH

6. Select **Mark Final Successful** from the drop-down menu.

   This will effectively close the recruitment and move it to the **Finalized Recruitments** tile.

‹ Previous Section   ⚕ Recruitment Action Options ▾

Mark Final Successful

Return to Search Committee

Recruitments to be Finalized