PO13 can be used in conjunction with PPOME to reopen the most recent job requisition associated with a position. This may be required in cases where the job requisition was closed in error, or after the successful candidate was hired and has since declined the position and the hiring manager wants to reuse the applicant listing.

You must complete the applicable steps using PO13 prior to completing the steps in PPOME to complete the process. Refer to the PPOME Reopen Job Requisition document for further instruction.

**Note:** This process should not be completed while SAP-SuccessFactors vacancy integration is running. For more information about system integration, refer to the SuccessFactors-SAP Integration document.

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**Reopen Job Requisition**

1. Enter **PO13** in the Command field and press Enter.
2. Enter the applicable position number in the Position field.
3. Click beside Infotype Name SFSF Job Requisition.
4. Click.

![Maintain Position](image-url)

**Plan version**

- Current plan

**Position**

- General Duty Nurse (N2)

**Abbr.**

- Gen Duty Rn.

**Time period**

- From **04.06.2018** to **31.12.9999**

**Select.**
Reopen Job Requisition

The *Display SFSF Job Requisition* screen appears.

- Note the date in the **Validity start date** field as you will need this date later in the process.

5. Click in the **Requisition Status** field and then click ![button](image).

   The *SFSF Job Requisition: Current Status* pop-up window opens.

6. Review the requisition status (02=Open; 03=Closed). In the example below, the requisition status is 02 (Open) indicating that there is an open job requisition.

7. Click ![button](image) to close the *SFSF Job Requisition: Current Status* window.

8. Click ![back](image).

You return to the *Maintain Position* screen.
Reopen Job Requisition

9. Click beside Infotype Name Vacancy.
   In the Time Period area,

10. Click the radio button beside All.

11. Click 

The List display with change Vacancy screen appears.
Reopen Job Requisition

12. Review the list of vacancy statuses to determine if a vacancy exists with the same start date noted in the SFSF Job Requisition: Current Statuses pop-up window in Step 6.

- If a Filled/on hold status exists in the Status of vacancy column with a start date later than the validity start date of the SFSF Record from Step 6, follow the steps in the Delete Filled/On Hold Status of Vacancy section to delete the record.

- If a vacancy exists in the Status of vacancy column with the same start date as Step 6, and has an end date that does not equal 31.12.9999, follow the steps in the Change Start Date for Vacancy section to change the vacancy end date to equal 31.12.9999.
Delete Filled/On Hold Status of Vacancy

1. Click beside the Filled/on Hold Status of Vacancy row.
2. Click .

The Delete Vacancy pop-up window opens.
3. Click Yes.

The record is deleted from the list.
4. Click beside the vacancy with the start date that equals Step 6.

5. Click .

The Change Vacancy screen appears.

6. Change the Valid to date field to 31.12.9999.

7. Click .

8. Refer to the PPOME Reopen Job Requisition document and follow the steps to complete the process.
Change Start Date for Vacancy

1. Click beside the vacancy record that contains the Start date that equals the start date from Step 6.
2. Click .

The Change Vacancy screen appears.

3. Change the end date to 31.12.9999 if the status of vacancy is + to Fill/on hold change status to open
4. Click .

5. Refer to the PPOME Reopen Job Requisition document and follow the steps to complete the process.