

Freeze vs. Close vs. Unpost Job Requisitions in Workday

This guide outlines the key differences between Freeze, Close, and Unpost actions for job requisitions in Workday.

Freeze Job Requisition

Purpose: Temporarily pause recruiting activity without ending the requisition.

When to Use:

- Hiring is on hold due to budget or approvals
- Department needs time before continuing recruitment
- Reorganizations or pending decisions that should be completed before staffing the position

What Happens:

- Requisition remains open
- Candidates may still apply (if still posted)
- Candidates can continue to move through most stages; however, they cannot be advanced to the Offer stage while the requisition is frozen.

Key Takeaway: Freezing is a temporary hold. The process can continue, but hiring cannot be finalized.

Unpost Job Requisition

Purpose: Remove the job from job boards without ending the requisition.

When to Use:

- You want to stop new applications
- Posting was made in error
- Posting needs to be edited/modified (requires repost to push out changes)

What Happens:

- Job is no longer visible to applicants
- No new applications can be submitted
- Existing candidates remain active and can move through the process

System Behavior: Workday will automatically unpost the job requisition when a candidate is moved to Ready for Hire, if it has not already been unposted.

Key Takeaway: Unposting stops new applicants but keeps the search active.

Close Job Requisition

Purpose: Permanently end the requisition.

When to Use:

- Recruitment is canceled
- Position is no longer needed

What Happens:

- Requisition is closed and no longer active
- No further candidate movement is allowed
- Requisition cannot be reopened

System Behavior: You do NOT need to close a job requisition when a candidate is selected or hired. Workday will automatically update the requisition status once the staffing process is completed

Key Takeaway: Closing is a final action used only when the search is truly canceled or no longer needed.

Quick Comparison

Action	Stops New Applicants	Ends Recruiting	Can Resume Later
Freeze	No (unless also unposted)	No	Yes
Unpost	Yes	No	Yes
Close	Yes	Yes	No