



Penn Medicine

Requisition Review and Closure

June 24, 2025

Summary

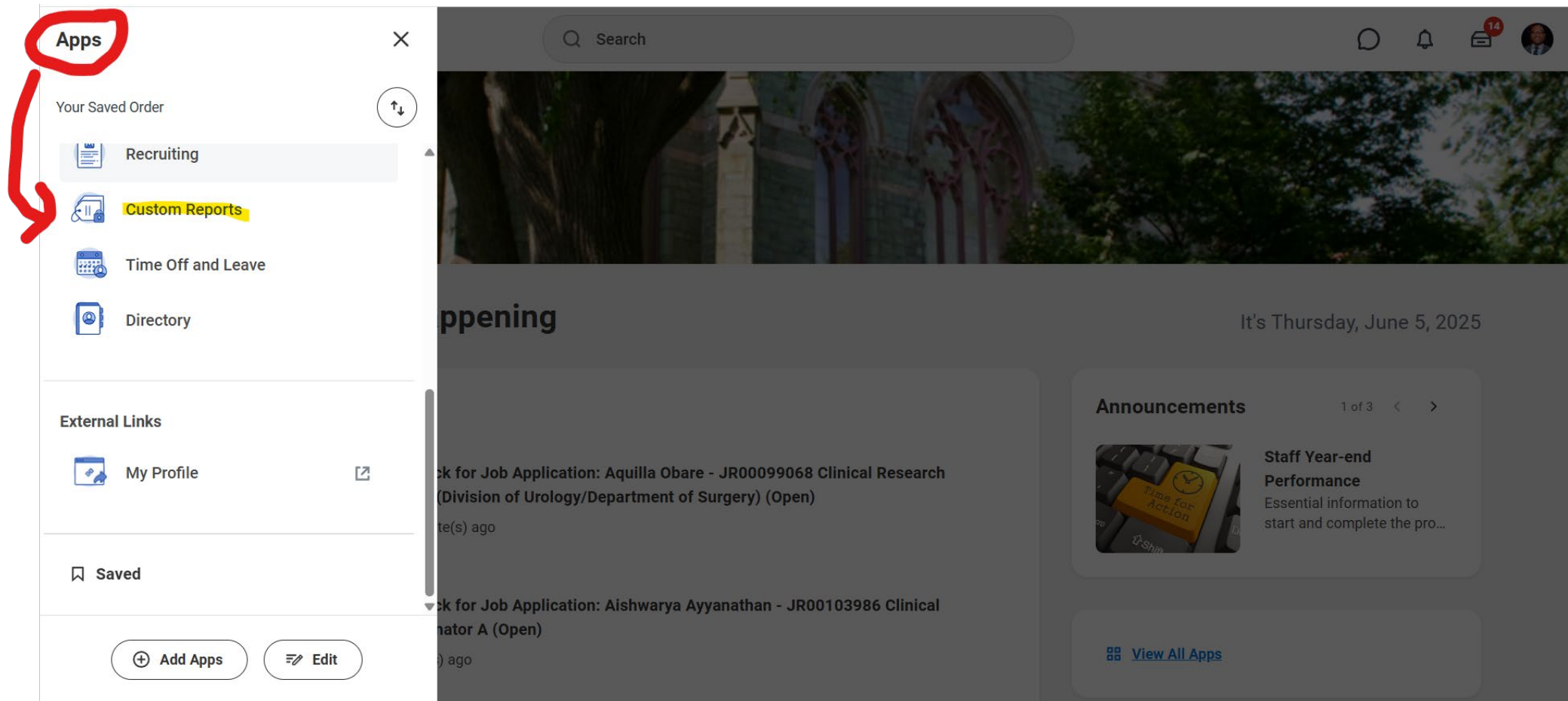
With the changes in federal funding in many areas, we may be required to respond quickly to changes in the workforce and we want to consider how to best support members of the PSOM community.

We will be better positioned to match staff and opportunities if we have a clear view of open and active requisitions.

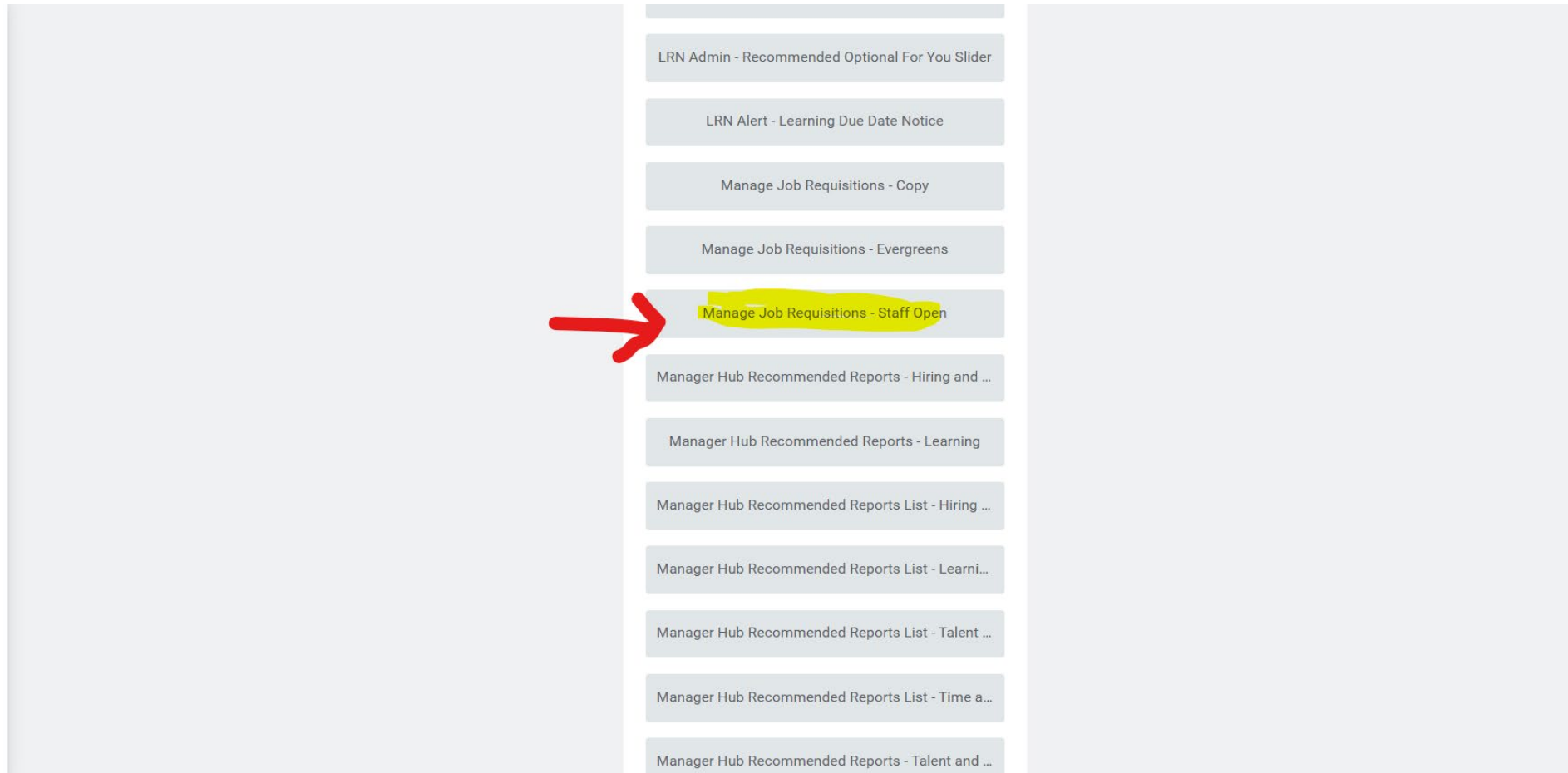
Topics

STEPS FOR REPORTING OPEN REQS
AND
TIP SHEET FOR CLOSING INACTIVE
REQUISITIONS

Running a report on open reqs: Step 1



Running a report on open reqs: Step 2



Running a report on open reqs: Step 3

← Custom Reports

Manage Job Requisitions - Staff Open

Supervisory Organization

Include Subordinate Organizations

☒

Worker Sub-Type

* × Staff

Job Requisition Status

* × Open

In Offer

☐

Hiring Manager

Recruiter

Location

Cancel

OK

Closing Requisitions

Here's the Workday tip sheet on how to close a requisition:

https://www.workday.upenn.edu/docs/default-source/tip-sheets/recruiting-manage-open-job-requisitions.pdf?sfvrsn=91e08856_36

Additional Resources

Redeployment



Look for opportunities
within the department



Contact PSOM
Recruitment



Explore matching
opportunities across the
school



Central HR is providing
matching support for
University

**PROCESS MAY NOT ALWAYS BE LINEAR BUT DEPARTMENTAL OPPORTUNITIES
SHOULD BE THE FIRST STEP**

How to Access the Matching Tool

<https://redcap.med.upenn.edu/surveys/?s=FYXAYTDKXXEY84JW>



AAA
+ -

Please provide your name:

* must provide value

Please provide your email address:

* must provide value

Please select which applies to this staff member:

* must provide value

- ☐ I have a staff member with available capacity who could support another program
- ☐ I am looking for additional staff capacity to support my program

reset

Supervisor name:

First

Last

Supervisor email:

@pennmedicine.upenn.edu

