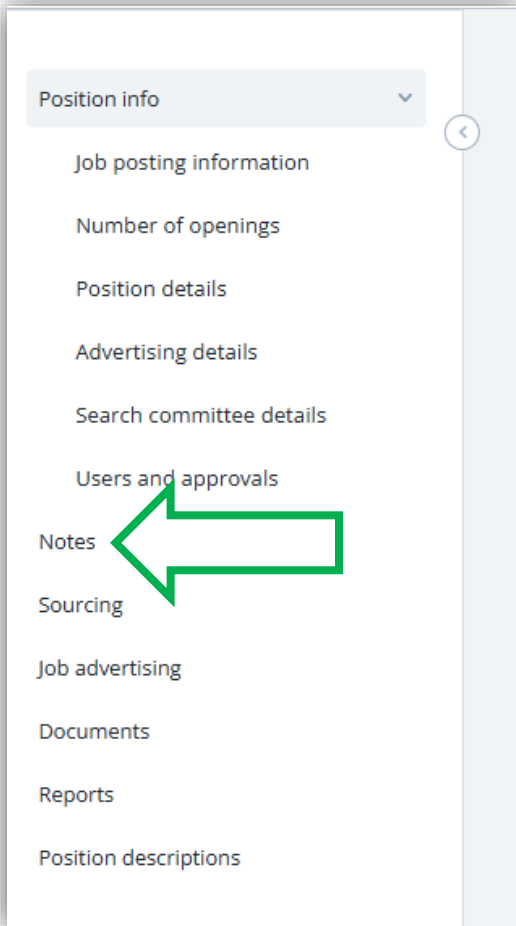


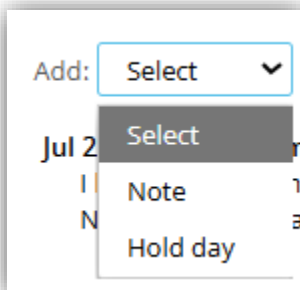


## Requesting an advertisement be removed

Open the Job Card in PageUp and select “Notes” in the left-hand menu.



A new page will open. Select “Note” from the drop-down menu.





An “Add Note” pop-up box will appear.

In this box, request to remove the posting and enter reason why.

Be sure to check “Email this note to:,” to notify the HR team.

In the “User” field Enter “Jobs Account HR User.”

Click “Save.”

A screenshot of a web application's "Add note" pop-up box. The box has a dark blue header with the text "Add note" and a small icon on the right. The main area is light gray. On the left, there are labels for "Note:\*", "File:", "Email this note to:", "User:", and "Other email:". The "Note:\*" field is a large text area containing the text "Please remove this posting from the job site. We are conducting interviews this week with our top candidates." Below it is an "Upload file" button. The "Email this note to:" field has a checked checkbox. The "User:" field has a text input containing "Jobs Account HR User" and a search icon. The "Other email:" field is an empty text input. At the bottom right, there are "Save" and "Cancel" buttons.

The note will be emailed to [jobs@okstate.edu](mailto:jobs@okstate.edu) and will populate in the note history.



Jul 29, 2025, 1:37pm

Please remove this posting from the job site. We are conducting interviews this week with our top candidates.  
Note emailed to: jobs@okstate.edu

HR will remove the posting from the job site and send a note back to the requester. This will come to the requester's email and be displayed in the note history.

Jul 25, 2025, 10:16am

I have removed this posting from the job site. Please note it may take a few minutes to reflect.  
Note emailed to: amy.phipps@okstate.edu

Jobs Account HR User

HR will change the job card status to "Open – not advertised (HR USE ONLY)."