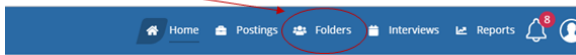


# Request A Posting Change in Unit4 Recruit (U4R)

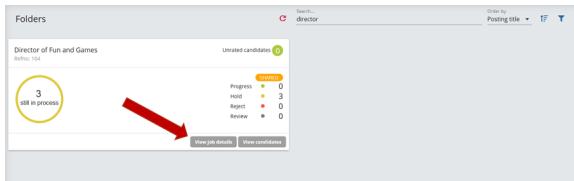
## Overview

This Guide will demonstrate how to modify a live posting in U4R once it has been submitted to HR Recruiting.

1. Login to your [Unit4 Recruit Dashboard \(u4r.selkirk.ca\)](https://u4r.selkirk.ca)
2. Click on **"Folders"**. This is where you now access your candidates, instead of using the shared email folders.



3. In the 'Folders' page; it shows folders that are 'Owned' by you, or 'Shared' folders from postings in which you are on the hiring committee.
4. If you have multiple postings, they will all show up here.
5. Click on **"View Candidates"** to access all of the candidates who have applied for that posting.
6. Choose **"View Job Details"**.



7. Review the information in the posting. If you need to change something in the **"Classifications"** or **"Posting Text"** tabs, make your changes but **DO NOT PRESS SAVE**.

- **NOTE:** If you press save, the posting will come down from the careers site and need to be re-approved.

8. Instead, click on **"Options"** in the top right corner, hover over **"Workflows"** then click on **"Submit for Change"**.
9. For the confirmation pop-up, choose **"Yes"**.



10. You are now on a page with all of the Posting Classifications; change the ones that you need to change.

### Related Articles:

- [Create A Posting With Assessment Criteria - Unit4 Recruit \(U4R\)](#)
- [Setting-up Interviews in Unit4 Recruit \(U4R\)](#)
- [Using Candidate Filters in Unit4 Recruit \(U4R\)](#)
- [Request A Posting Change in Unit4 Recruit \(U4R\)](#)
- [Rating Applicants in Unit4 Recruit \(U4R\)](#)
- [Create A Unit4 Recruit \(U4R\) Account](#)
- [Cost Distribution Updates \(Supervisor\) Form](#)
- [My Contracts \(Manager\) Report](#)
- [Employment Contract Form](#)
- [HR User Guides - Positions, Recruiting, and Contracts](#)
- [Position Request and Change Form](#)
- [Temporary Employment Contract Form](#)
- [Posting Requisition Form](#)
- [My Posting Requisitions \(Manager\) Report](#)
- [Hiring Manager Checklist](#)

Appointment Details	
Department	College Services
Sub Department	Food Services
Location	Castlegar, Nelson - KSA, Nelson - Silver K
Employment Group	PPVC
Appointment Type	On Call
FTE	0
Workload (i.e. hrs/week)	
Dates	
Desired Start Date	24 September 2019
End Date (if applicable)	24 September 2020
Campus Details	
Has Campus Manager been notified?	No
Is a new Workstation Required?	No
Additional Details	Cafeteria
Recruitment Details	
Reason for Posting	New Position
Replacing Reason	N/A
If replacement, replacing who?	
Type of Recruitment	Internal / External Concurrently
Would you like to post externally on a site that is not Selkirk.ca	No
If yes, specify where - Please include a link	N/A
If other, please specify	

11. Click **"Save"** confirm by choosing **"Yes"**.
12. The posting will continue to be live while it goes to the Recruitment team for review and approval.
13. Once the posting changes have been approved, you will be notified and updated on the careers portal.