

## Job Posting Status Definitions

**Open** - A job posting that has all the required elements completed and is available to be matched by employers, job seekers and staff.

- Employers can perform the following functions on Open job postings: Edit/View, Copy, View Not Interested, Run Match, Edit Status
- Staff can perform the following functions on Open job postings: Copy, View Not Interested, Run Match, Add Notes

**Static** – A job posting that has all the required elements complete and is available to be matched by employers and staff, but that is not available for job seekers to match on. Could be used in a situation where an employer has a hard to fill job and doesn't have an opening, but would created one if a qualified job seeker were found.

**Maximum Contacts** – A job posting in which the number of contacts made is the same as the number of contacts requested or allowed by the employer.

**Hold** – A job posting that is still active but the employer is either not currently accepting applications or has some outstanding issue that must be resolved before matching can continue.

**Incomplete** – A job posting that does not contain all the required information to be considered an active job posting. These postings cannot be matched on until they are completed. If the posting is not completed within 30 days from the time they are initially entered, the system deletes the posting.

**Closed Pending Contacts** –A job posting that is neither open nor available to be matched but has unresulted contacts (referrals). The period allowed for the job posting to be open has expired and the referrals made on that job have not been reconciled.

**Closed** – A job posting that is neither open nor available to be matched and that has no unresulted contacts.