

How to Remove a Post from HatterJobs

7 Steps [↗](#)

<https://stetson-csm.symlicity.com/employers>

STEP 1

Sign In to your Employer Account

Employer Sign In

Please enter your username and password.

Username
(your email address)

Password

Sign In

[Forgot Password](#)

By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our [Privacy Policy and Terms](#)

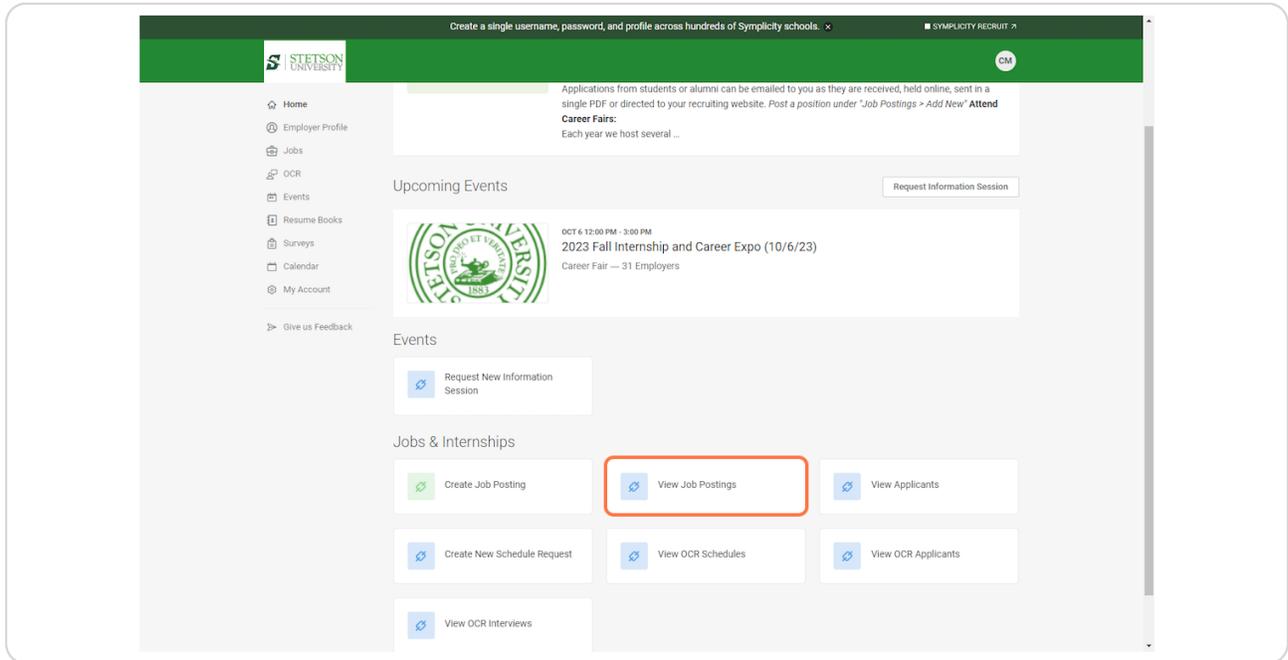
POWERED BY symlicity

Signing up takes just minutes

Sign Up [Sign Up A](#)

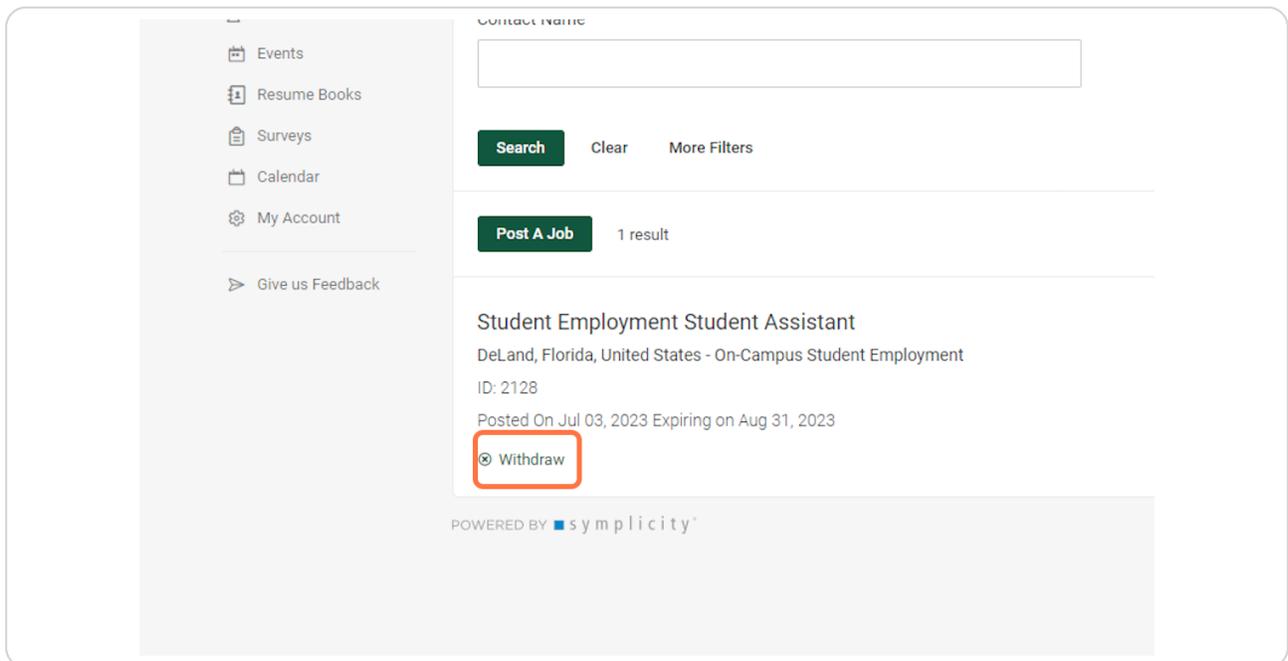
STEP 2

Click on "View Job Postings"



STEP 3

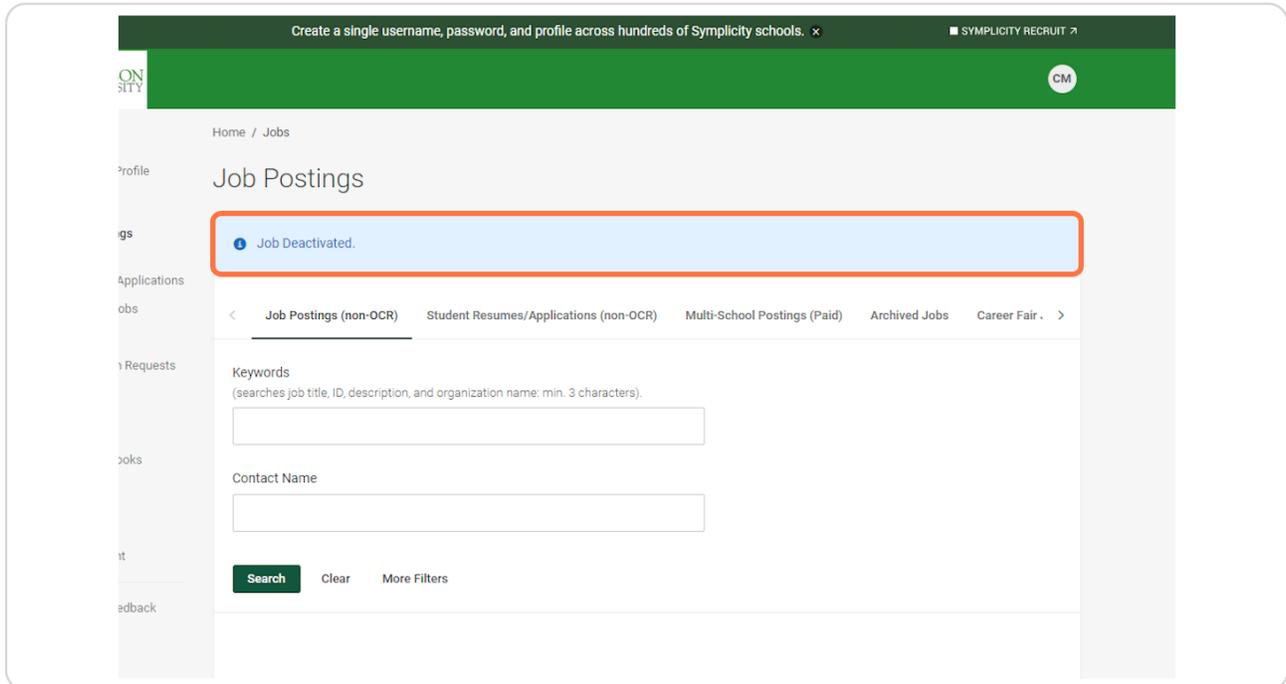
Find the position you would like to close and click the "Withdraw" button



STEP 4

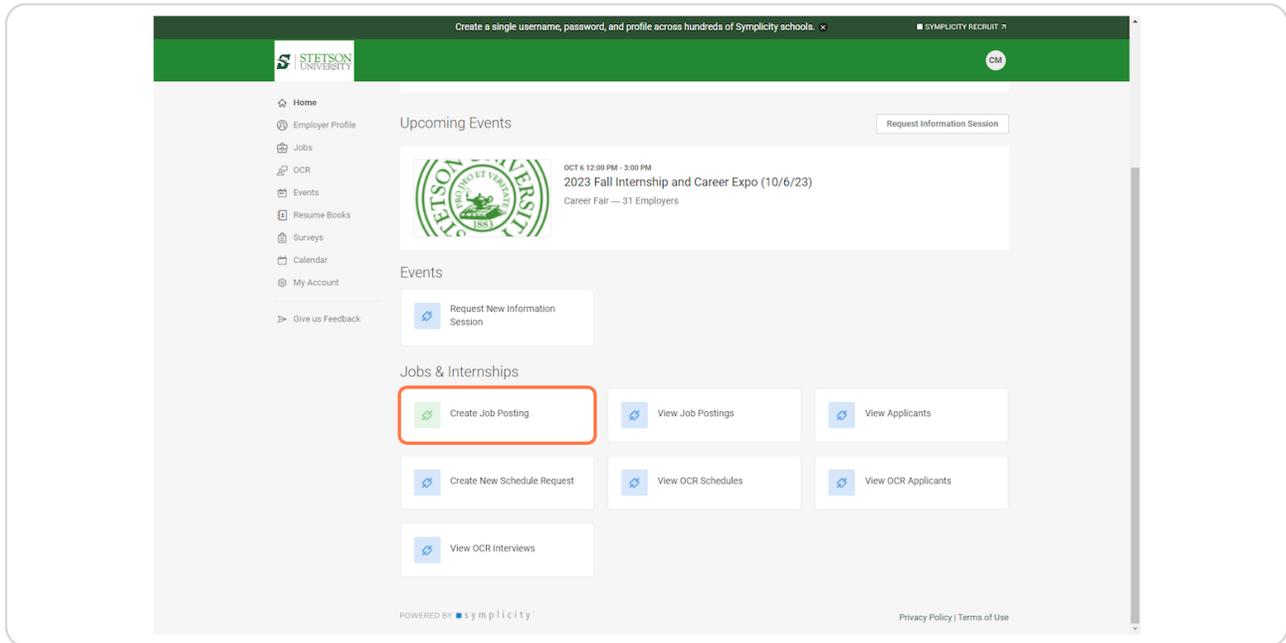
That's it! Your job is now closed and no longer available for students to view and apply for.

However, you can re-activate the role at any time. Continue below for those instructions.



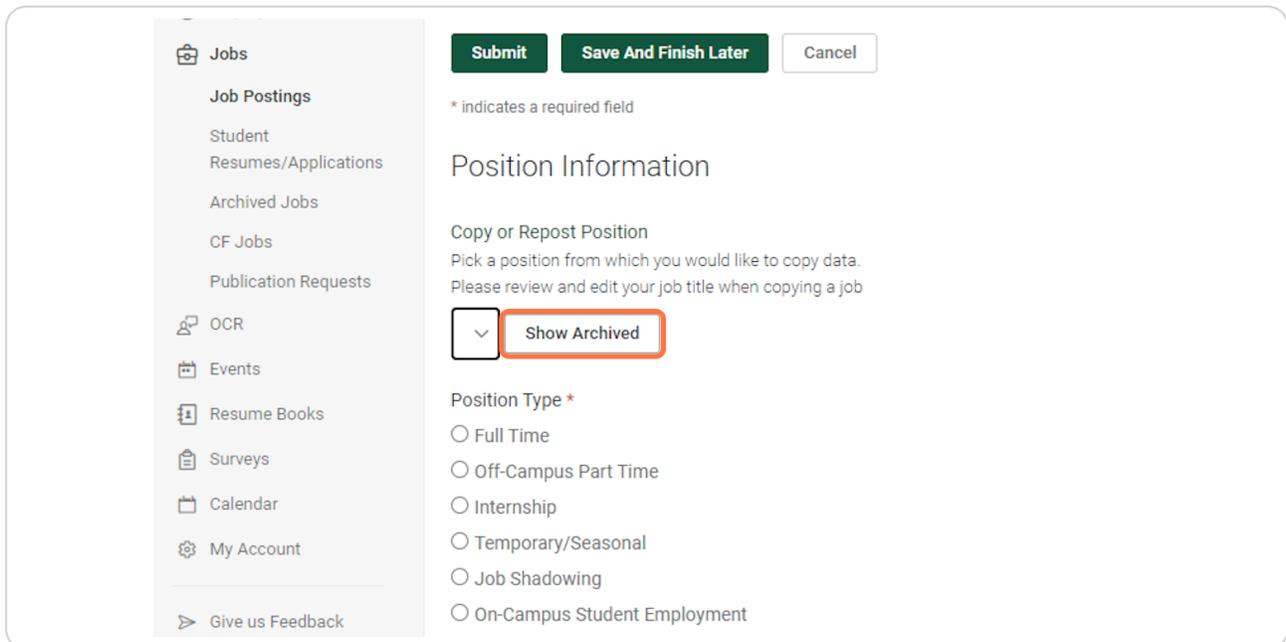
STEP 5

To re-activate a previous job posting, click on "Create Job Posting" on your Home page.



STEP 6

Click on the "Show Archived" button



STEP 7

Open the drop down and select the archived position you would like to re-activate. This will auto-populate the information from your previous post. Please review and ensure everything is up-to-date, then Submit.

The screenshot shows a web interface for managing job positions. On the left is a sidebar with navigation options: Employer Profile, Jobs, Job Postings, Student Resumes/Applications, Archived Jobs, CF Jobs, Publication Requests, OCR, Events, Resume Books, Surveys, Calendar, My Account, and Give us Feedback. The main content area is titled 'Position Information' and includes a 'Copy or Repost Position' section. This section has a dropdown menu with the selected option 'Student Employment Student Assistant 2128 (archived)'. Below the dropdown is a 'Show Current' button. To the right of the dropdown are three buttons: 'Submit', 'Save And Finish Later', and 'Cancel'. A note indicates that an asterisk (*) denotes a required field. Below the dropdown is a 'Position Type' section with radio button options: Full Time, Off-Campus Part Time, Internship, Temporary/Seasonal, Job Shadowing, and On-Campus Student Employment.