***Please distribute this alert to any users within your agency who use the Insight Module in the NEOGOV Applicant Tracking System***

NEOGOV Insight Enhancement - Spring 2023 - Recruitment Closeout Automation

On **Thursday, April 27th**, NEOGOV will be releasing a new feature in Insight called Recruitment Closeout Automation.

A “Closeout Recruitment” button will appear on exam plans in Insight allowing users to perform several closeout actions on multiple requisitions (see screenshot below).

If the exam plan does not have the button, automated closeout is not available.

The full list of possible actions in the closeout recruitment feature include:

* Update requisition status to filled or canceled
* Close the job posting
* Archive the job posting, exam plan, eligible list(s), and referred list(s)
* Send a customized reminder to your hiring manager if there’s information you want to communicate relating to the closeout process
* Update the status message that applicants can view in their profile to let them know that the selection process has concluded

These options will vary based on what closeout actions have already been performed.

This feature has been added for centralized ease to process multiple closeout options at one time.

To review detailed instructions on using this feature, please click on the following link:

[Instructions for NEOGOV Insight Enhancement Recruitment Closeout Automation](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Talent%20Acq%20Alerts/Instructions_for_Talent_Aquisition_Alert_2023_01_NEOGOV_Insight_Enhancement_Spring_2023_Recruitment_Closeout_Automation.docx)

**Questions?**
If you have any questions regarding the NEOGOV Insight Enhancement - Spring 2023 - Recruitment Closeout Automation, please submit an [HR/Pay Help Desk](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=5f6bad6e1bcaec1067b0657ce54bcb0c&sysparm_category=32c78de49f331200d9011977677fcf97) ticket under the ‘HR Application Support’ category.

