**A Failed Search – What Happens Next**

A search “fails” when the top candidate declines the offer and, either another viable candidate was not identified by the Search Committee, or all viable candidates decline the offer.

A posting where the search failed cannot simply be “re-posted.” Instead, the failed search will need to be marked as “posting cancelled” and closed. This will complete the

lifecycle of that posting search and allow a new search for the same position to begin. Keep in mind that this will wipe out all of the current candidates and they would need to reapply to the new posting if interested in the position.

To begin a new search for a position whose first search failed, the position posting will need to be created again, as it was originally.

However, because the position budget was already approved by all approvers the first time, and never used due to the failed search, it does not need to go back through the approval process. Instead, Human Resources can create the new posting from the original action and post the position again.

The result is an expedited process that allows you to move on with a secondary search quickly, avoiding an extended vacancy in the position.