How to Decline a Job Opportunity

This job aid provides suppliers with the steps necessary to decline a job opportunity submitted by a Buyer Organization.

To decline a job opportunity:

1. Log in to IQNavigator using your *user name* and *password* and go to your Alternate UI dashboard.

2. Hover over the **Jobs** menu drop-down arrow located in the Header Menu bar.

3. Click **Job Opportunities**. The Job Opportunities list screen appears. NOTE: This list of available job opportunities is specific to YOUR user role.

The total number of available jobs displays above the list header row. Use the Results per Page pull-down selection list on the right-hand side of the screen to adjust how many job listings display per screen. Click the adjacent GO arrow (➔) to update the display. The list defaults by Job Submission Date in order of most recent to oldest submission. Click the ⊞ Search & Filter (supplier organization active job opportunities) link at the top of your screen for additional search/filter options.

4. Review the list.

5. Click either the **Job Title** hyperlink or the **GO** arrow (➔) in the **Actions** column to view the complete job opportunity record. The Job Opportunity summary screen appears.

Accountant [56567185]

Actions:	Collaboration	Opt Out	Return To List

Job Information

Job Title: [obscured]

Buyer Organization: [obscured]

Shift Label:

Shift Comments:

Total # Positions: 1

Available Positions: 1

Job Status: Active

Rate Card Identifier: Shell Rate_Standard

Rates:

Compensation: **Rate Type:** Hourly   **Currency:** EUR

Requisition Rates:

Pay Rate:	[obscured]	Mark-Up:	Bill Rate:	[obscured]
OT Pay Rate:		OT Mark-Up:	OT Bill Rate:	
DT Pay Rate:		DT Mark-Up:	DT Bill Rate:	

6. Review the opportunity details. Note any alert statements marked by the warning (⚠) icon. The top portion of the screen highlights key information about the Job Opportunity and the associated rates. The middle, Build Resource List, section is used to create a candidates list. And the Job Specifics section at the bottom provides additional job information details.

7. To decline, click **opt out** (Opt Out) in the **Actions** section at the top of the Job Opportunity record. A Warning Message displays and a notification is sent to the PMO/Buyer Organization.

❗ Warning Message: You've opted out on this job opportunity. If you've changed your mind and want to submit a candidate, you must opt in first:

Actions:	Collaboration	Opt In	Return To List

8. *Optional*: Click **collaboration** if you want to include a message to the PMO/Buyer Organization and/or remove your opt-out record from the History.

ⓘ *Be aware that any content in these notes is non-contractual and viewable by all parties granted visibility by user role.*

Collaboration [Close]

These notes are non-contractual and viewable by all parties having access to the visibility level defined.

Collaboration

Subject:* _____

Note:*

_____

Visibility (i) : Public ▾

[Save Note] [Close]

History

Name	Organization	Date / Time	Visibility	Subject / Note	
Firaastblik, Jerabi	Source Automation Bel*	2/11/19 10:50 AM	Public	Supplier Organization has opted out A supplier organization has opted out on this Requisition	[Delete]

⚠️ A record is auto-generated in the History section to identify every "opt out" action. Click **delete** (

[Delete]) if you want to remove this record.

9. Click **return to list** to exit the job opportunity profile. Notice that the **Actions** column on the list screen now shows a selection for "opt in". Use this option to reverse your decision to decline the job opportunity at any time prior to the original candidate submit deadline.