

Talent Acquisition Quick Start Guide: How to Withdraw an Application

HOW TO WITHDRAW AN APPLICATION

After submitting an application or interest to a Talent Network, applicants may want to withdraw their submission. Follow the steps below to properly withdraw your submission.

1. From the **Careers** homepage, select the **My Submissions** page to view your submissions.
*Note: You can also select the **Hamburger icon** and select the **My Submissions** option to view your submissions.*
2. Find the submission that you would like to withdraw from the **My Submissions** section.
3. Select the **Withdraw** button.
4. A confirmation message will appear. Select **Ok** button to continue.
5. Select a reason from the **Withdraw Reason** dropdown that is most applicable.
6. Select the **Done** button to withdraw your submission.

*Note: When you return to the **My Submissions** page the withdrawn job application will no longer display.*

Important Note: All submissions are final and cannot be edited. To make changes to a submission you must withdraw your application and reapply.

