The University of Texas at San Antonio
Office of People Excellence
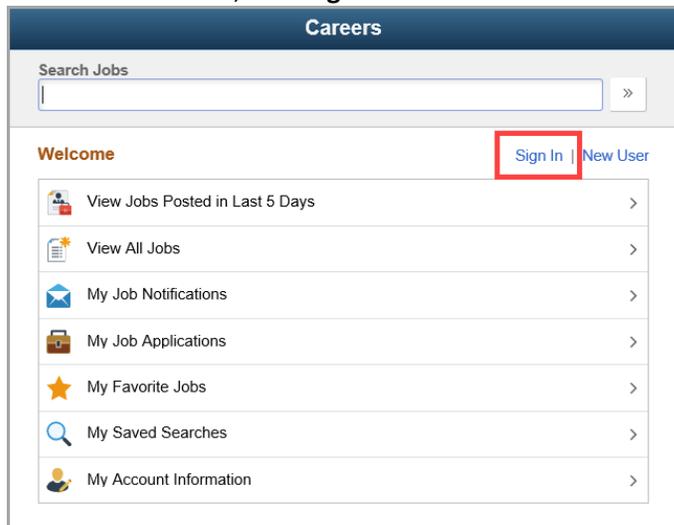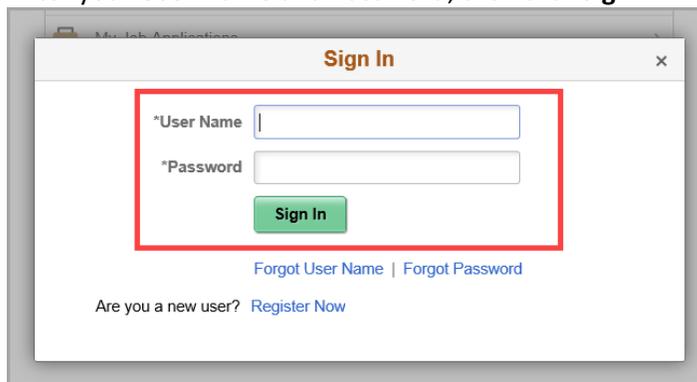
Strategize > Source > Assess > Hire

Withdraw Application

1. On the Careers site, click **Sign In**

2. Enter your **User Name** and **Password**, then click **Sign In**

3. Under the **Applicants** tab, click on the **Applicant Name** you wish to add a note

4. Under the **Withdraw Application** column, click **Withdraw** for the respective application

5. Click **OK** to confirm

6. Once your application is withdrawn, a **Date Withdrawn** timestamp will appear