People and Money system
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Candidate Guide- How to withdraw an Internal Application
Candidate
Estimated time to complete: 2 minutes

In Brief…
This is a simple overview of the process.

1. From the Home page, click the Navigator menu on the top left icon.

2. Open the Me section, and click Current Jobs.

3. Then select the Job Applications tile.

4. Find the job and click the ellipsis then select Withdraw Application.

5. Receive email confirmation of Withdrawal and/or Interview cancellation.

For detailed guidance, see the next section.
1. From the Home page, click the **Navigator** menu on the top left icon.

2. Open the **Me** section, and click **Current Jobs**.

3. Then select the **Job Applications** tile.
4. Find the job and click the **ellipsis** then select **Withdraw Application**.

![Image of job applications interface]

5. View the received E mail confirming **Withdrawal** and/or **Interview cancellation**.

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**Glossary**

Please refer to the glossary