Approval Processes

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Position Descriptions and Job Requisitions awaiting Approval

1. Locate the **Approvals** tile on your dashboard. Click on the text "**Jobs awaiting your approval**"

Approvals

1 Jobs awaiting your approval

1 Approved

2. On the **Manage approvals** page, a list of position descriptions or requisitions will be displayed.

3. Select **View** to review the details of the **Position Description** or **Requisition**. After reviewing the item, the **Approver** may select **Approve** or **Decline** from the bottom of the screen.

Approval process:*   Job Requisition Approval (Budget/Fiscal Officer)

1. Hiring Manager: Pamela Kempton You are here
2. Budget/Fiscal Officer: Debbie White
3. Next Level Administrator: Annette Maggio
4. Next Level Administrator: Peter Dorhout
5. Talent Acquisition: Talent Acquisition (Human Capital Services)

Edit   Cancel

Each approver will receive an email following the previous user's approval upon completion.

Talent Acquisition:*   Roberta Maldonado-Franzen

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Please fill in all mandatory fields marked with an asterisk (*).

Save a draft   Approve   Decline   Cancel   Spell check

Declining a Position Description or Job Requisition:

1. The **Approver** can decline by selecting **Decline**. A drop-down list will appear providing a list of justifications for the **Decline**.

2. Once the reason is selected, the **Approver** must provide additional details regarding the decision in the text box provided. An email will be generated to any previous **Approvers** in the process regarding the decline.

The HR Liasion or Hiring Manager responsible for creating the **Position Description** or **Requisition** will need to make any necessary changes before initiating the approval process again. For the Position Description, click on **Update PD** before making changes. When the position is saved with the changes, the approval process will be restarted and continue sequentially as before.

Email Received to Approve Position Description or Job Requisition:

1. Based on the user's role in the recruitment process, he/she may be asked to **Approve** or **Decline** **Position Descriptions** or **Requisitions**. When either is saved, the **approval process** is initiated. The system will generate an email to the first **Approver** with notification to approve. The email provides instructions on how to approve or decline.

2. If the position is approved by the first **Approver**, an email will be generated for the second **Approver**, continuing sequentially until all approvals have been received.

3. If there is no need to review the position, the **Approver** can type the word "**Approve**" as a reply to the email and the approval will be registered against the post. The word "**Approve**" is the only acceptable response to trigger the system to move the position into **Approved status.**

*Please note: You will not be able to CC: or BCC: when responding with "**Approve**" or add additional information on the **Reply.**

Offers awaiting Approval:

Offers

1 Offers awaiting your approval

0 New hires

0 New hire tasks

1. Locate the **Offers** tile on your dashboard. Click on the text "**Offers awaiting your approval**"

2. This will populate a list of offer cards on the **Manage offer approvals** page which are needing review and approval.

3. Click on **View** to open the offer card.

4. Review the offer details as well as the **Offer document(s)**.

5. Click on **View** to open the document(s). Once you have reviewed, you may **Approve** or **Decline**.

Save and close   Save   Cancel   Approve   Decline