Approval Processes

Table of Contents

Position Descriptions and Job Requisitions awaiting Approval ................................................................. 2
Declining a Position Description or Job Requisition .................................................................................. 3
Email Received to Approve Position Description or Job Requisition ....................................................... 3
Offers awaiting Approval: ........................................................................................................................ 4
Position Descriptions and Job Requisitions awaiting Approval

1. Locate the Approvals tile on your dashboard. Click on the text “Jobs awaiting your approval”

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.

Each approver will receive an email following the previous user’s approval upon completion.
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 Liaison 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:

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.