Job Requisition Approval

Concept

This document explains how an individual assigned to review a job requisition can view it and approve or deny it.

Job requisition approvers are notified via an automated email when they are required to review a job requisition.

Procedure

Use these directions to review job requisitions that require approval.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>When a job requisition needs to be reviewed by you, an email will arrive at your address alerting you to the matter. It lists the job and contains a link to view the job requisition.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Recruiting</strong> link.</td>
</tr>
</tbody>
</table>
### Job Requisition Approval

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<tr>
<td>3.</td>
<td><strong>Click the Pending Approvals link.</strong></td>
</tr>
<tr>
<td></td>
<td><img src="pending_approvals.png" alt="Pending Approvals" /></td>
</tr>
<tr>
<td>4.</td>
<td><strong>The Pending Approvals page appears.</strong> Any job requisitions requiring your approval before being posted will appear in the queue.</td>
</tr>
<tr>
<td></td>
<td><img src="pending_approvals.png" alt="Pending Approvals" /></td>
</tr>
<tr>
<td>5.</td>
<td><strong>To view a job requisition, click on the link beginning with Job Approval.</strong></td>
</tr>
<tr>
<td></td>
<td><img src="job_approval.png" alt="Job Approval" /></td>
</tr>
</tbody>
</table>
Step | Action
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6. | The Job Opening page opens. It contains the details of the job requisition.
7. | The first part of the job requisition is the **Opening Information** box. If applicable, it includes the name of the employee being replaced with this job opening.
### Step 8

A second **Opening Information** box will indicate if the job is under utilized by a minority group, if a strong internal employee has been identified, if the position is funded by a grant, and if grant-funded, the funding source.

### Step 9

The **Additional Job Specifications** box includes the schedule and salary information for the position.

![Additional Job Specifications](image)

### Step 10

The job requisition continues across several screens. Clicking the **Qualifications** link will display the qualifications required of an applicant to fill the job.

![Qualifications](image)
### Step 11
The Qualifications screen contains the required minimum education level, degrees, and competencies that applicants must have to qualify for this job.

### Step 12
As an approver of a job requisition, you have the ability to update and make changes to the requisition.

For example, you can change the requirement for minimum education level by clicking on the **Highest Education Level** dropdown list and selecting the appropriate value.

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### Step 13
You can also edit the **Minimum Years of Work Exp** field.

### Step 14
The Screening Questions section can contain the competencies that an applicant must have to qualify for the position. To select a competency, click the **Look up Question ID** button (the magnifying glass).
Step 15. The Question ID screen contains a list of competencies that may be required of an applicant, such as experience with **MS WORD**. Click on a competency to add it to the list of qualifications.
### Step 16

Additional competencies can be added to the qualifications by clicking the **Add Screening Questions** link.

**Add Screening Questions**

### Step 17

The next screen that contains requisition information is accessed through the **Post Description** link.

**Post Description**

![Job Opening Screen](image)

### Step 18

The **Job Postings** screen contains the descriptions that will be displayed when the job is posted.

**Job Postings**

### Step 19

Click the **Hiring Team** link to see the list of individuals assigned to assess applicants for the position.

**Hiring Team**
### Step 20
The Hiring Team screen contains the recruiter(s), hiring manager(s), Interviewers, and Interested Parties that will be involved in the hiring for the job posting.

### Step 21
Individuals can be added to the appropriate lists by clicking the **Add...** links.

### Step 22
Click the **Approvals** link to see the individuals who, like yourself, will also need to approve the job requisition prior to it posting.
Step | Action
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23. | The **Job Approvals** screen displays the names of the individuals required to approve the requisition at both the Departmental and Administrative levels.
## Job Requisition Approval

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<td>24.</td>
<td>The <strong>Job Approvals</strong> screen displays the names of the individuals required to approve the requisition at both the Departmental and Administrative levels. Each queue displays the order of individuals who must approve the requisition and the status of each approval.</td>
</tr>
<tr>
<td>25.</td>
<td>The status of the requisition in the approval queue is displayed as an icon. The clock icon means &quot;pending.&quot; To see what other icons mean, place your mouse cursor over each icon.</td>
</tr>
<tr>
<td>26.</td>
<td>Approvers and reviewers (individuals who can view the job requisition but do not need to approve or deny it) can be added to the queue by clicking the <strong>Insert Approver</strong> button.</td>
</tr>
<tr>
<td>27.</td>
<td>Before making a decision on the requisition, you can enter comments about your decision into the <strong>Comments Text</strong> field. In particular, the Comments Text field can be used to write a justification for the position to the University Budget Review.</td>
</tr>
<tr>
<td>28.</td>
<td>If you made changes to the requisition, click the <strong>Save</strong> button taking action to approve or deny the requisition.</td>
</tr>
<tr>
<td>29.</td>
<td>Once changes are saved, take action on the job requisition. Use the <strong>Approve</strong>, <strong>Deny</strong>, or <strong>Pushback</strong> button in the Job Approvals box. The Pushback button will only appear if there is an individual behind you in the approval queue who should re-review the requisition.</td>
</tr>
<tr>
<td>30.</td>
<td>Action can also be taken on the requisition on the Pending Approvals screen. Click the <strong>Pending Approvals</strong> link in the main menu to return to the screen where pending requisitions are listed.</td>
</tr>
</tbody>
</table>
Step | Action
---|---
31. | To take action on a job requisition from the Pending Approvals screen, first select the job by clicking in the checkbox to its immediate left.
32. | Then, click the **Go** list.
33. | Click the **Approve** list item to approve the requisition. Click the **Deny** list item to deny the requisition.
34. | Click the **Go** button to complete the action.
### Step 35
Once acted upon, the requisition will no longer display on the **Pending Approvals** screen.

**Pending Approvals**

There are no Pending Approvals at this time

### Step 36
This completes the directions for approving a job requisition.

**End of Procedure.**