

Job Requisition Approval

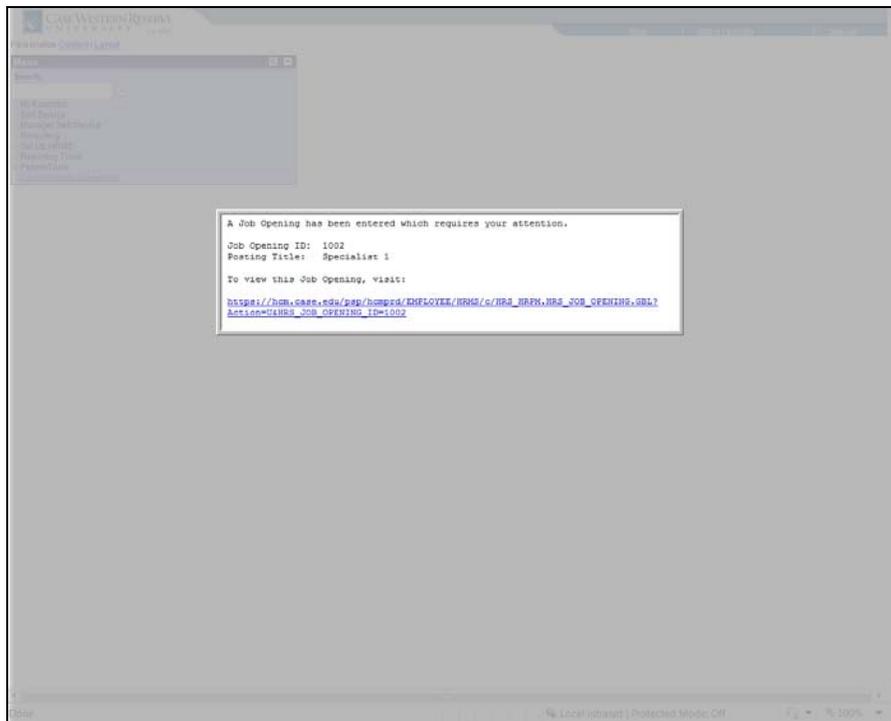
Concept

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

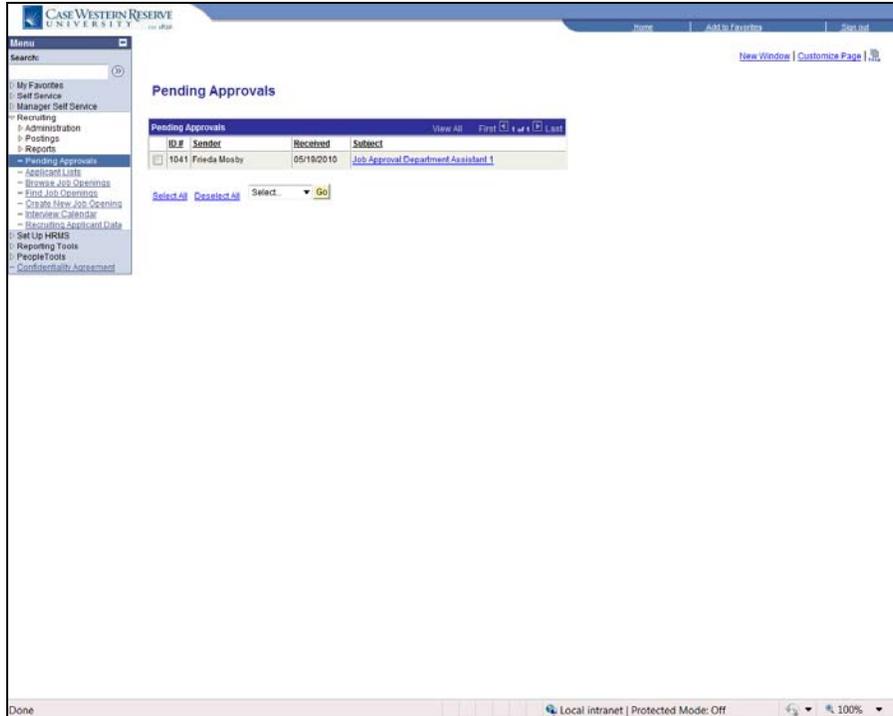
Use these directions to review job requisitions that require approval.



Step	Action
1.	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.
2.	Click the Recruiting link. 

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Step	Action
3.	Click the Pending Approvals link. Pending Approvals



Step	Action
4.	The Pending Approvals page appears. Any job requisitions requiring your approval before being posted will appear in the queue. Pending Approvals
5.	To view a job requisition, click on the link beginning with Job Approval . Job Approval:Department Assistant 1



Job Opening

Posting Title: Department Assistant 1 Job Opening ID: 1041
 Job Opening Status: 006 Pending Approval Job Type: Standard
 Job Title: Department Assistant 1 Job Code: 155021

Business Unit: CASE1 Case

Save Clone Create New Previous Job Opening Next Job Opening Job Opening List

Management Tools: Manage Applicants | Find Applicants | Activity & Attachments | Job Opening Details

Job Details: Qualifications Recruiter Screens Post Description Hiring Team

Approvals

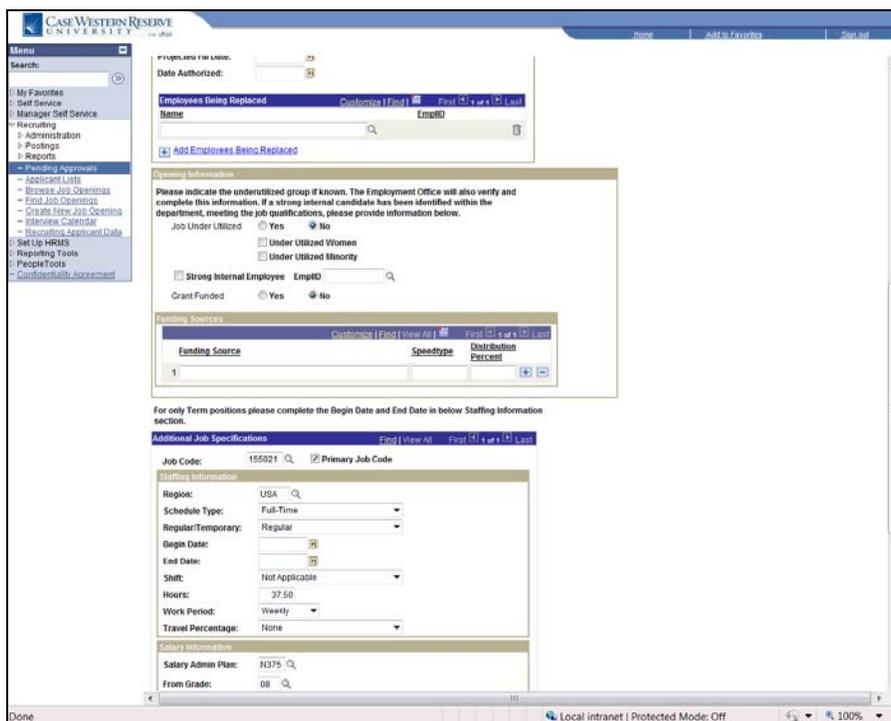
Opening Information

Job Opening Type: Standard Requisition
 Created By: 1005038 Karma Topor
 Created: 05/19/2010
 *Openings to Fill: Limited
 Target Openings: 1
 Available Openings: 1
 Establishment ID: CASE1 Case Western Reserve Univ
 Business Unit: CASE1 Case
 Company: 001 Case Western Reserve Univ
 Department: 395100 Elect Eng & Comp. Sc.
 Status Code: 006 Pending Approval
 Status Reason:
 Status Date: 05/19/2010
 Desired Start Date:
 Projected Fill Date:
 Date Authorized:

Employees Being Replaced	
Name	EmpID

Add Employees Being Replaced

Step	Action
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.



Date Authorized:

Employees Being Replaced	
Name	EmpID

Add Employees Being Replaced

Opening Information

Please indicate the underutilized group if known. The Employment Office will also verify and complete this information. If a strong internal candidate has been identified within the department, meeting the job qualifications, please provide information below.

Job Under Utilized Yes No
 Under Utilized Women
 Under Utilized Minority
 Strong Internal Employee EmpID:
 Grant Funded Yes No

Funding Source	Speedtype	Distribution Percent
1		

For only Term positions please complete the Begin Date and End Date in below Staffing Information section.

Additional Job Specifications

Job Code: 155021 Primary Job Code

Staffing Information

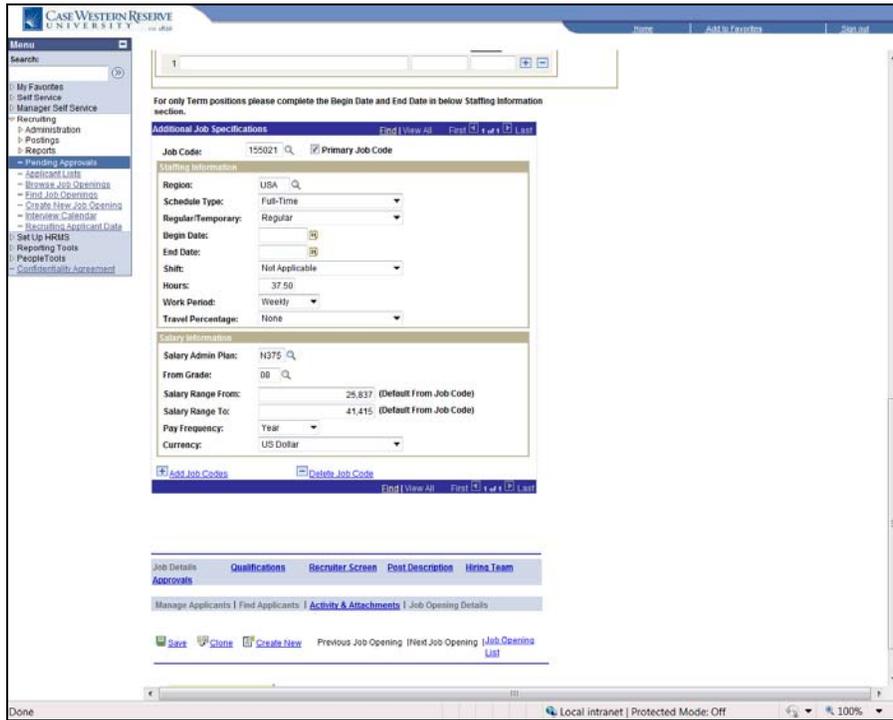
Region: USA
 Schedule Type: Full-Time
 Regular/Temporary: Regular
 Begin Date:
 End Date:
 Shift: Not Applicable
 Hours: 37.50
 Work Period: Weekly
 Travel Percentage: None

Salary Information

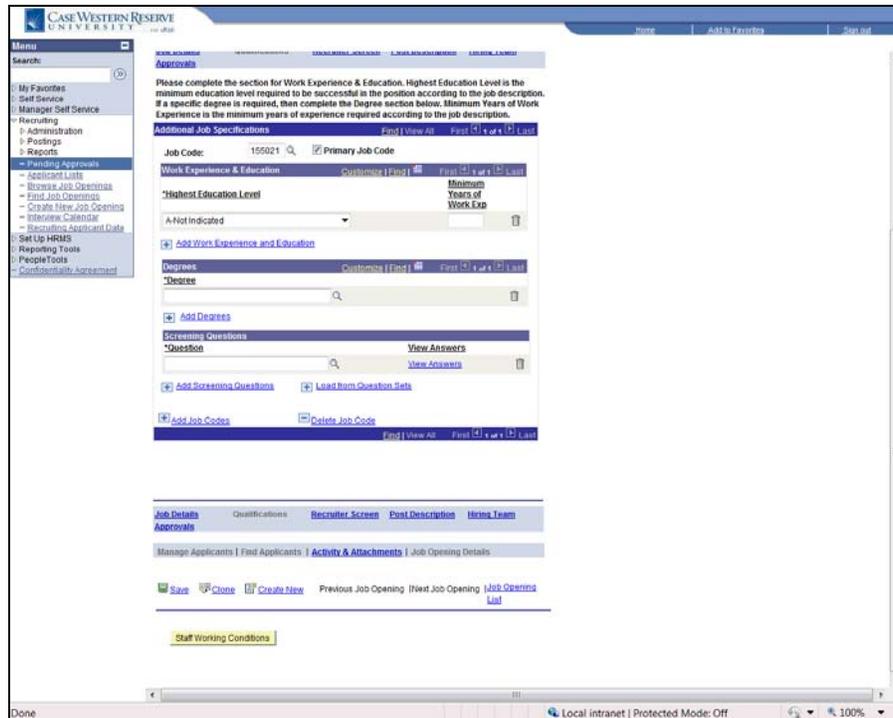
Salary Admin Plan: N375
 From Grade: 08

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Step	Action
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.

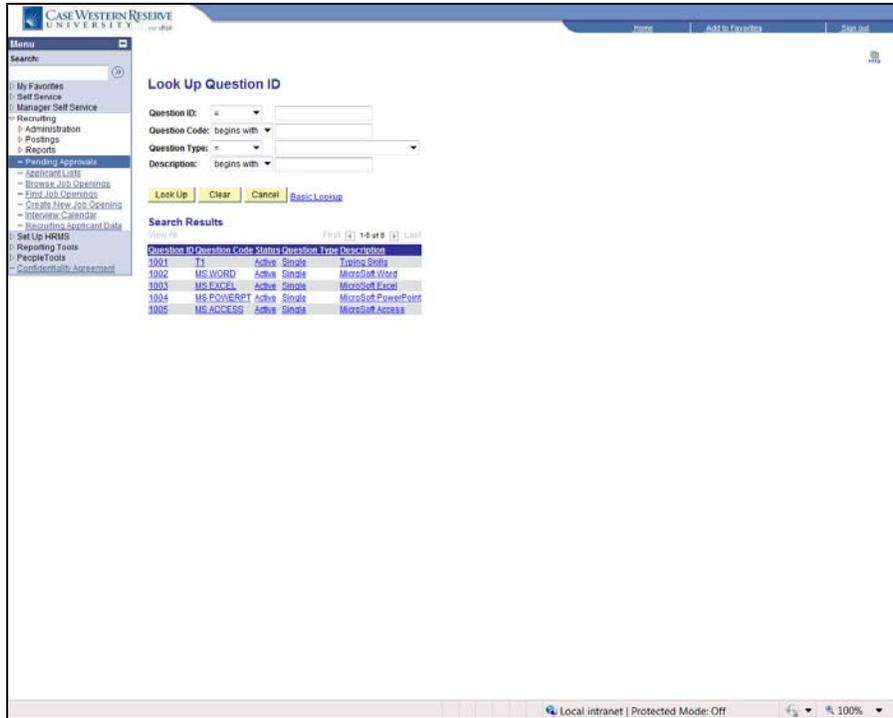


Step	Action
9.	The Additional Job Specifications box includes the schedule and salary information for the position. Additional Job Specifications
10.	The job requisition continues across several screens. Clicking the Qualifications link will display the qualifications required of an applicant to fill the job. Qualifications

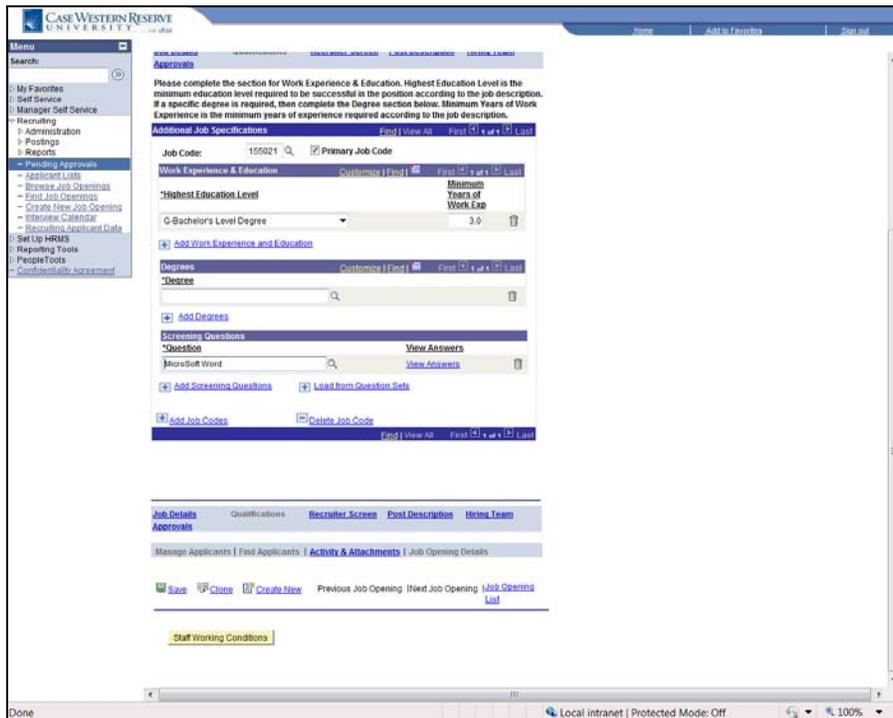


Step	Action
11.	The Qualifications screen contains the required minimum education level, degrees, and competencies that applicants must have to qualify for this job. Work Experience & Education
12.	As an approver of a job requisition, you have the ability to update and make changes to the requisition. 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. <input type="text" value="A-Not Indicated"/>
13.	You can also edit the Minimum Years of Work Exp field.
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).

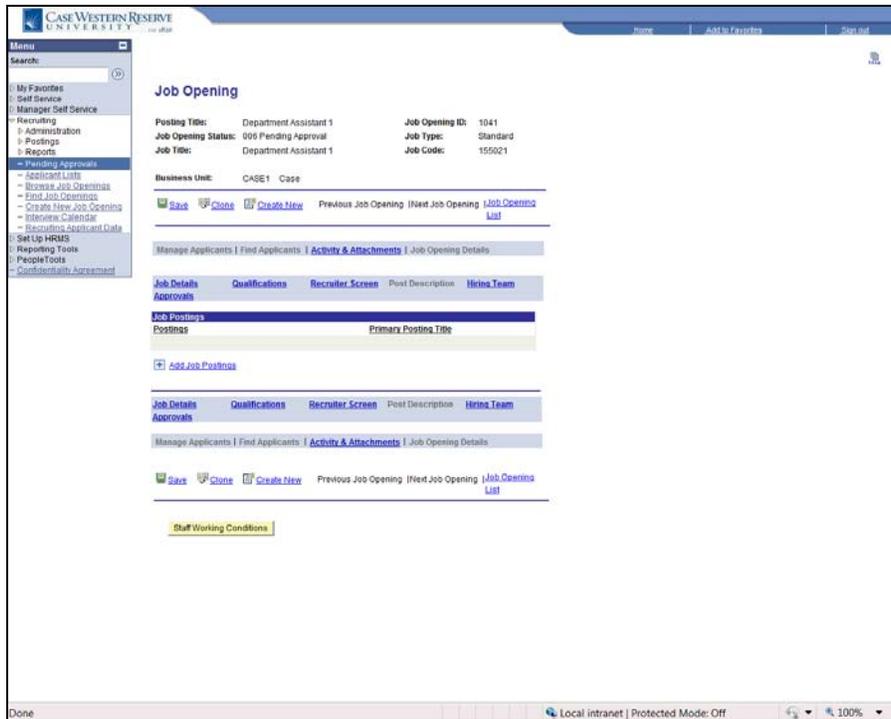
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Step	Action
15.	The Question ID screen contains a list of competencies that may be required of an applicant, such as experience with MS WORD . Click on a competency to add it to the list of qualifications.

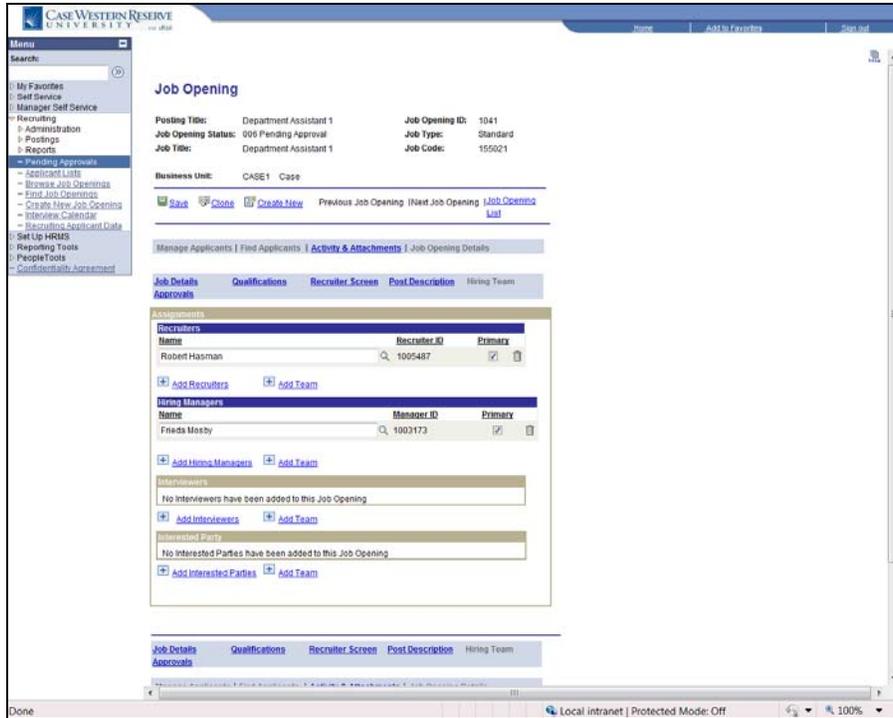


Step	Action
16.	Additional competencies can be added to the qualifications by clicking the Add Screening Questions link. Add Screening Questions
17.	The next screen that contains requisition information is accessed through the Post Description link. Post Description

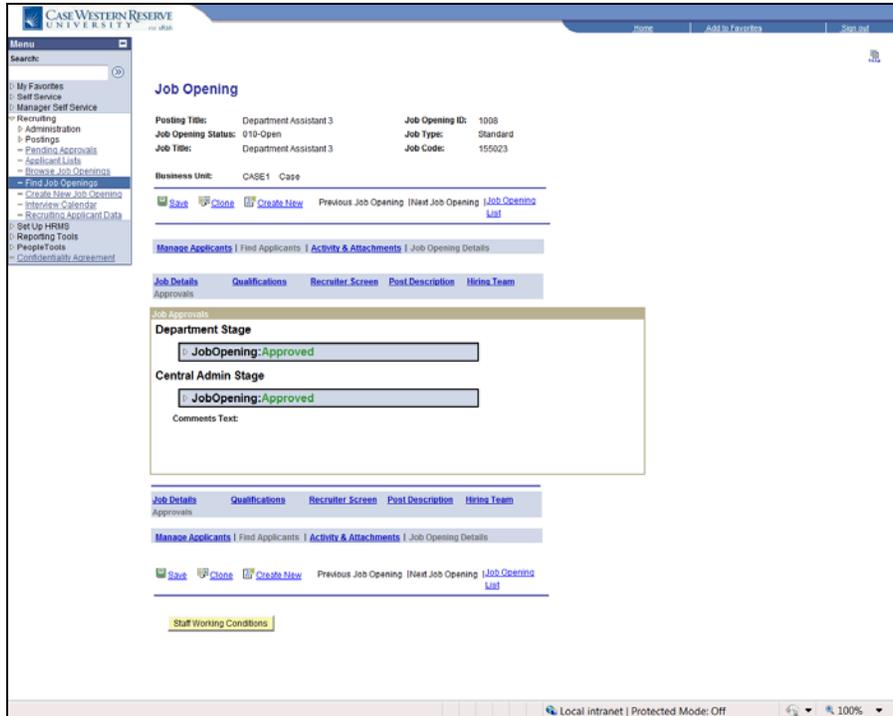


Step	Action
18.	The Job Postings screen contains the descriptions that will be displayed when the job is posted. Job Postings
19.	Click the Hiring Team link to see the list of individuals assigned to assess applicants for the position. Hiring Team

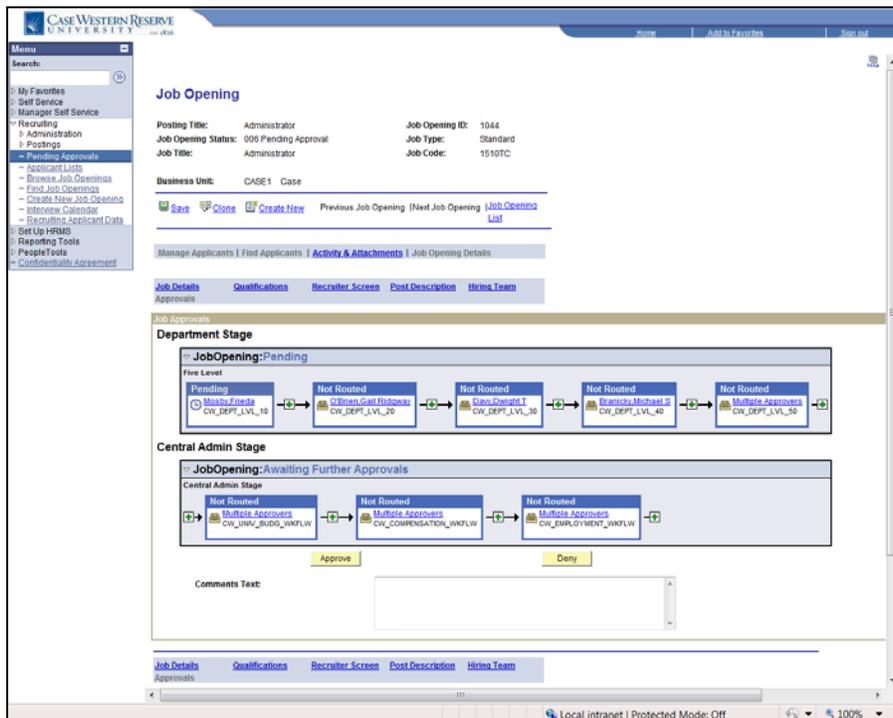
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Step	Action
20.	The Hiring Team screen contains the recruiter(s), hiring manager(s), Interviewers, and Interested Parties that will be involved in the hiring for the job posting. Assignments
21.	Individuals can be added to the appropriate lists by clicking the Add... links. + Add Interviewers
22.	Click the Approvals link to see the individuals who, like yourself, will also need to approve the job requisition prior to it posting. Approvals

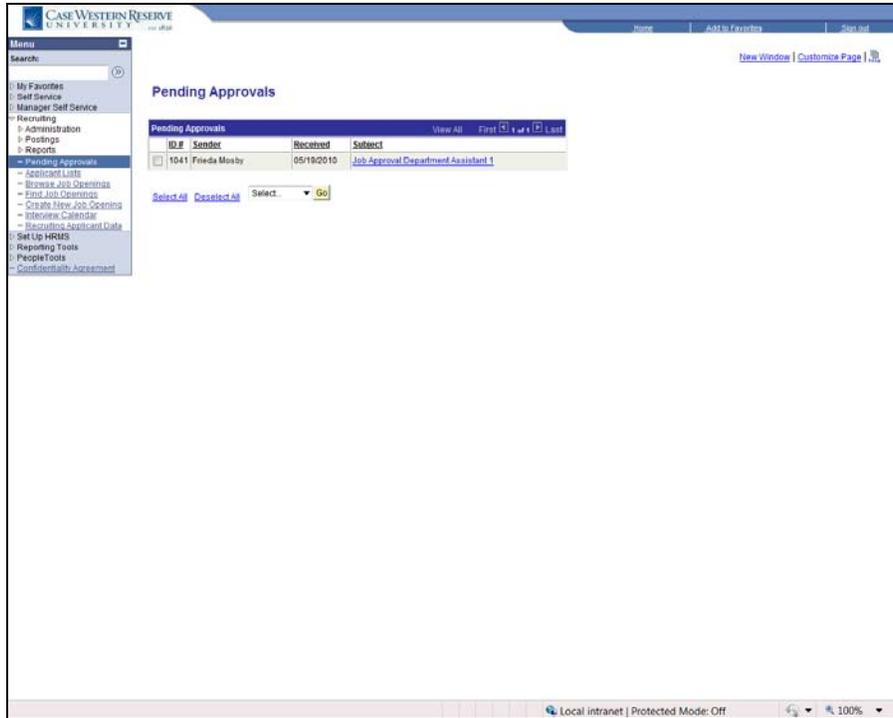


Step	Action
23.	The Job Approvals screen displays the names of the individuals required to approve the requisition at both the Departmental and Administrative levels.



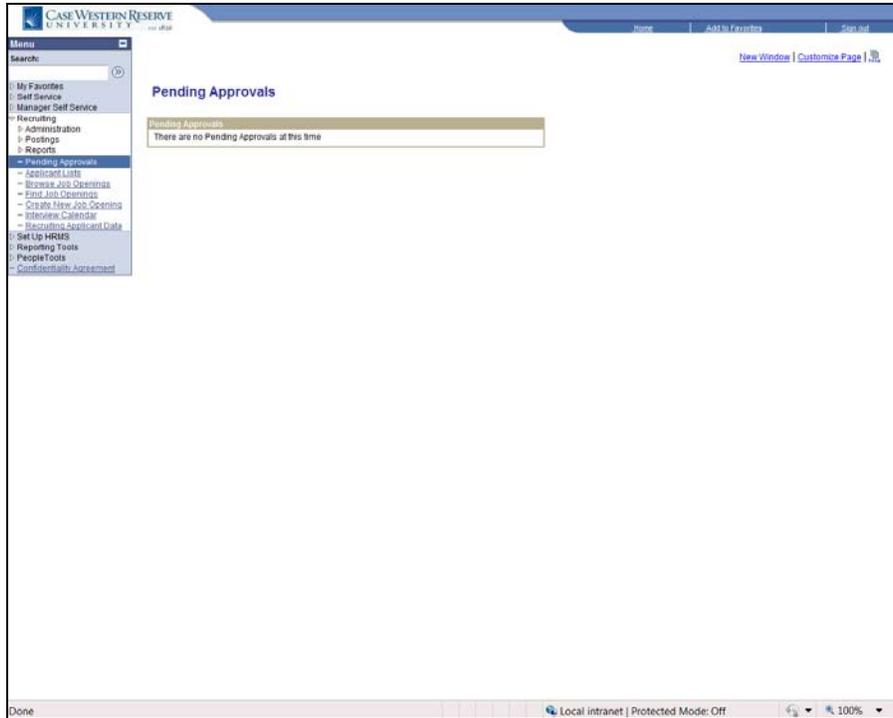
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Step	Action
24.	<p>The Job Approvals screen displays the names of the individuals required to approve the requisition at both the Departmental and Administrative levels.</p> <p>Each queue displays the order of individuals who must approve the requisition and the status of each approval.</p>
25.	<p>The status of the requisition in the approval queue is displayed as an icon. The clock icon means "pending." To see what other icons mean, place your mouse cursor over each icon.</p> 
26.	<p>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 Insert Approver button.</p> 
27.	<p>Before making a decision on the requisition, you can enter comments about your decision into the Comments Text field. In particular, the Comments Text field can be used to write a justification for the position to the University Budget Review.</p> 
28.	<p>If you made changes to the requisition, click the Save button taking action to approve or deny the requisition.</p> 
29.	<p>Once changes are saved, take action on the job requisition. Use the Approve, Deny, or Pushback 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.</p> 
30.	<p>Action can also be taken on the requisition on the Pending Approvals screen. Click the Pending Approvals link in the main menu to return to the screen where pending requisitions are listed.</p> 



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. <input type="checkbox"/>
32.	Then, click the Go list. <input type="text" value="Select..."/>
33.	Click the Approve list item to approve the requisition. Click the Deny list item to deny the requisition. <input type="text" value="Approve"/> <input type="text" value="Deny"/>
34.	Click the Go button to complete the action. <input type="text" value="Go"/>

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Step	Action
35.	Once acted upon, the requisition will no longer display on the Pending Approvals screen. 
36.	This completes the directions for approving a job requisition. End of Procedure.