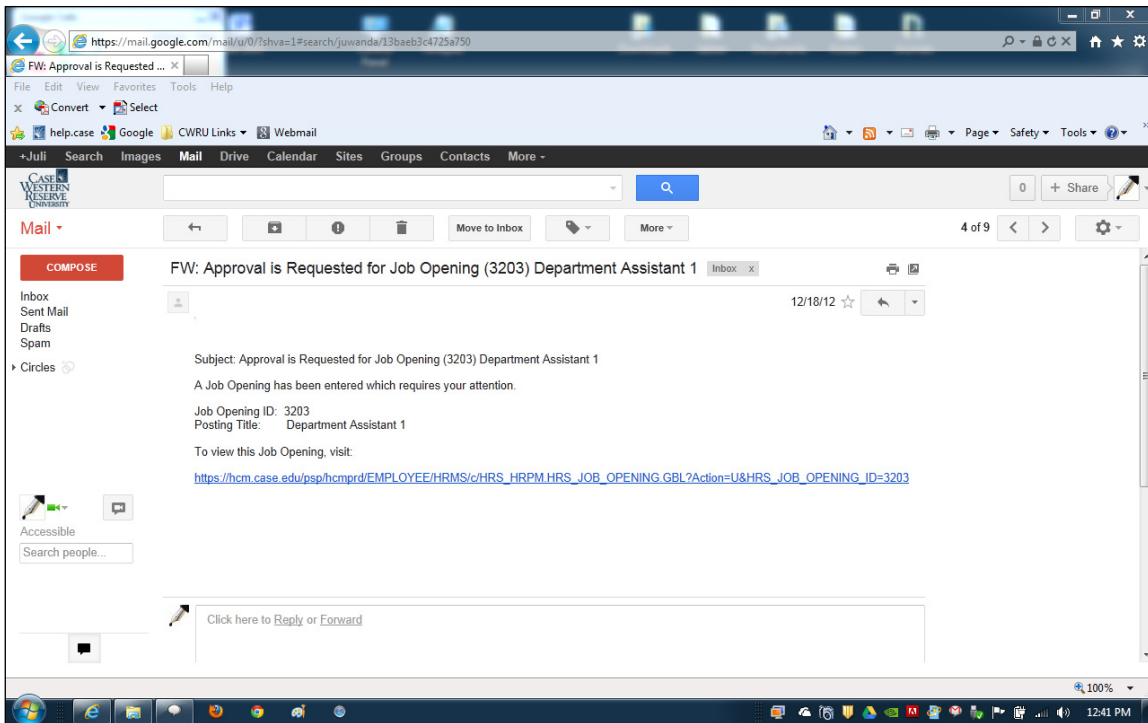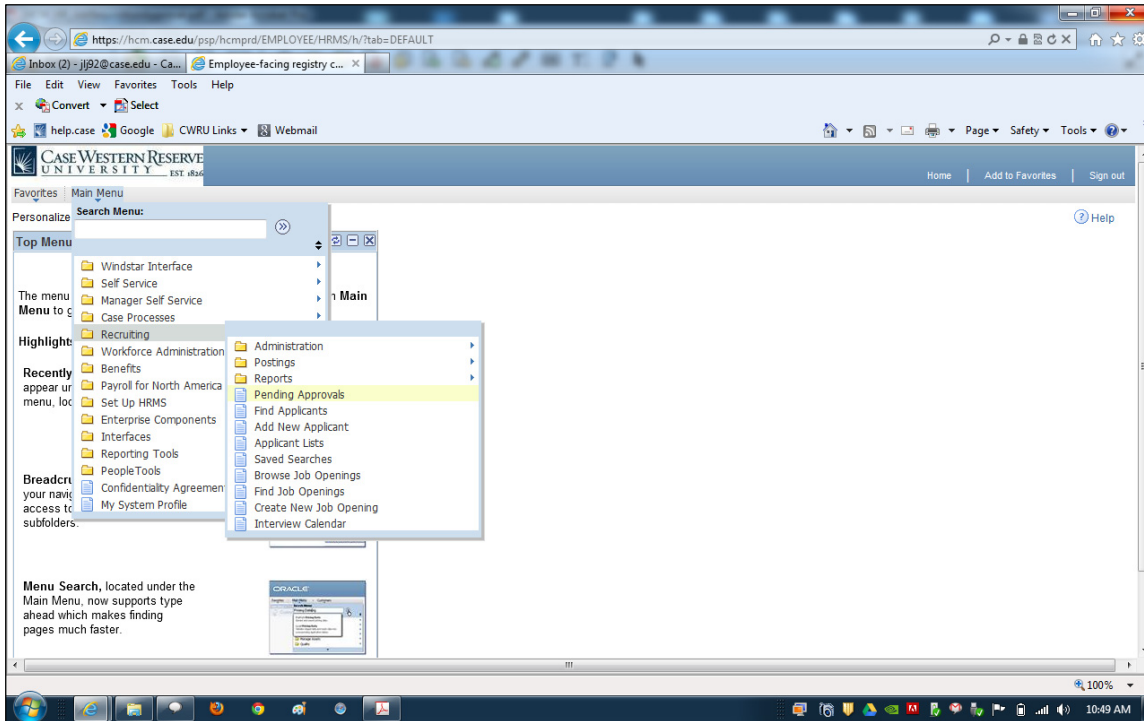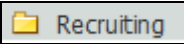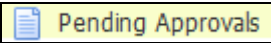# Job Requisition Approval

Concept

Hiring Managers can follow these procedures to approve, deny and push back job requisitions in the HCM Careers system.

Procedure

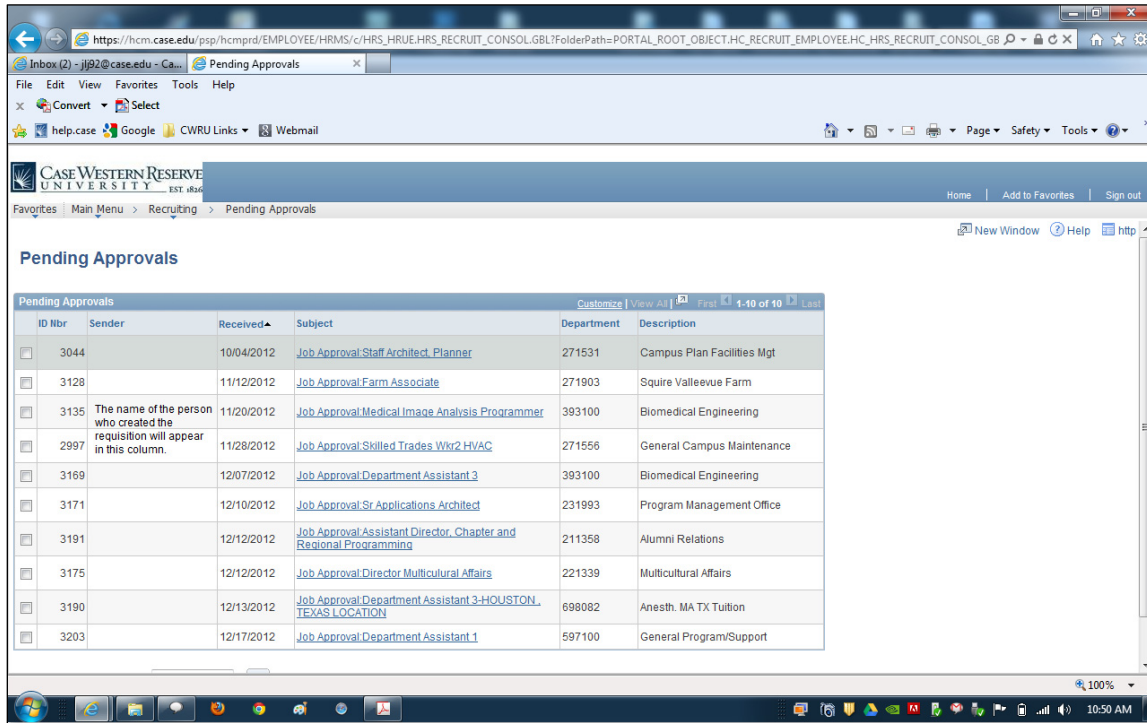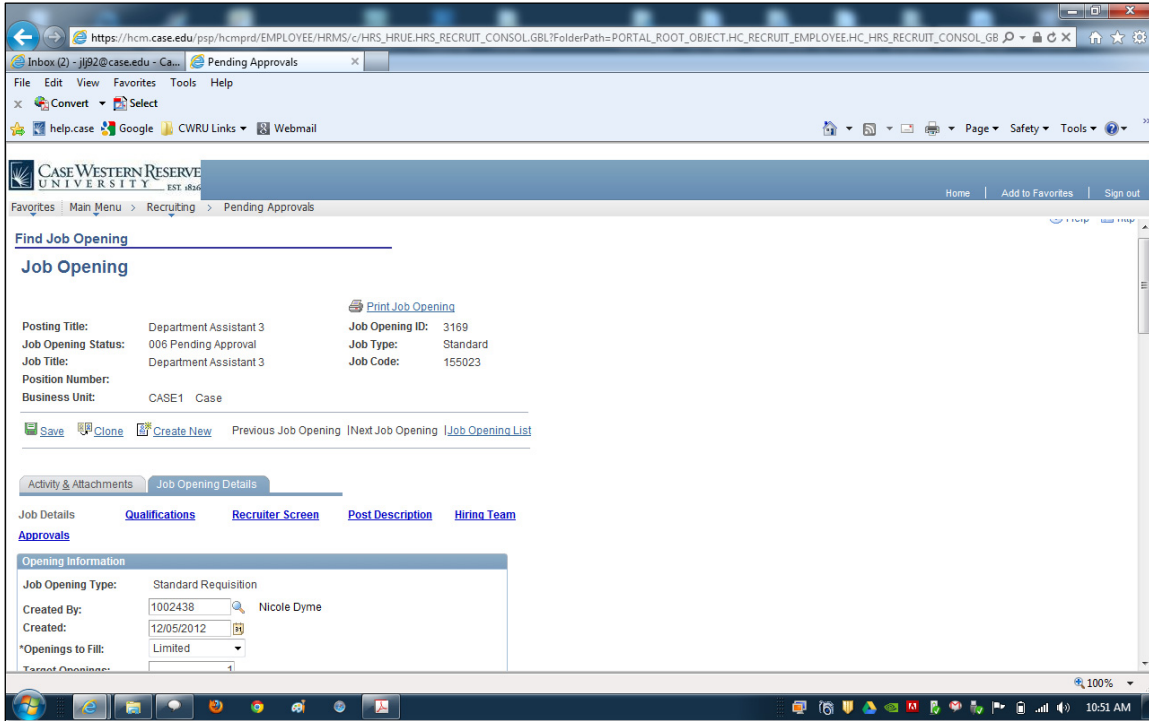| Step	Action
1.	When a job requisition is submitted for review, workflow approvers will receive an email notification from the HCM system. This email will provide the **Job Opening ID number**, **Posting Title** and a link to view the job requisition.

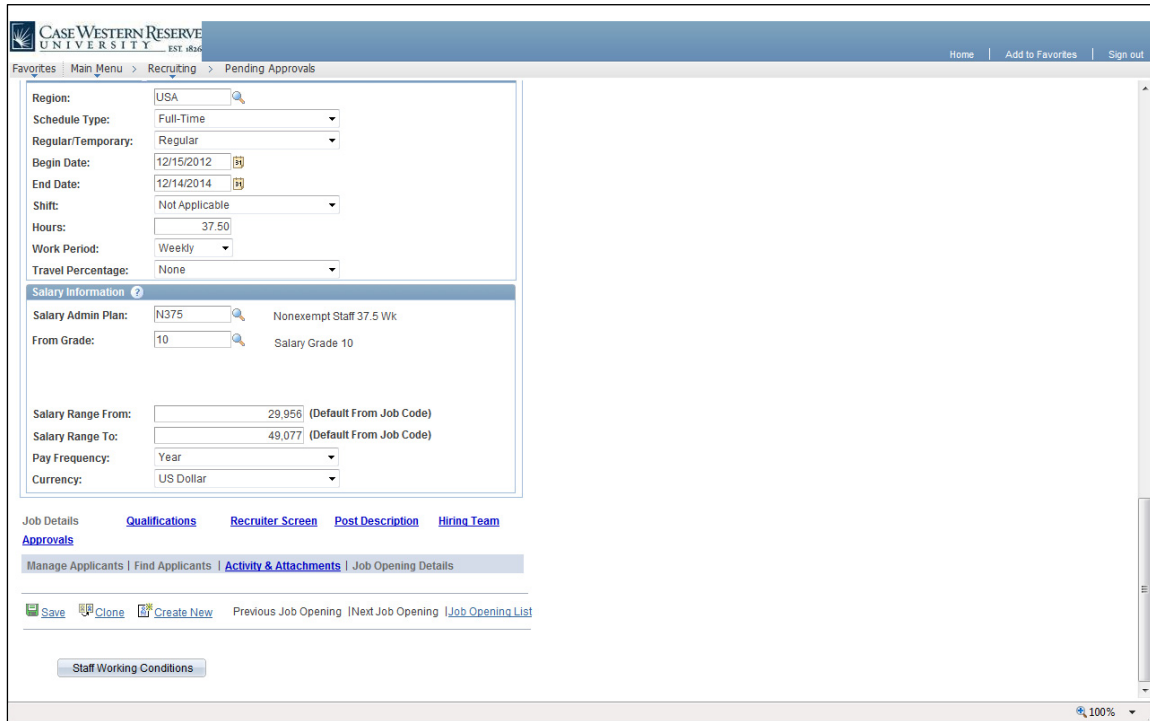| Step	Action
2.	Approvers can also access requisitions awaiting approval from the HCM **Main Menu**. Click the **Recruiting** link. 📁 Recruiting
3.	Click the **Pending Approvals** link. 📄 Pending Approvals

Step	Action
4.	The **Pending Approvals** page appears. All job requisitions that require approval to be posted will appear in the list. Pending Approvals
5.	To view a job requisition, click the link under the **Subject** column that begins with **Job Approval**. **Subject** Job Approval:Staff Architect, Planner

Step	Action
6.	The **Job Opening** page appears. This screen displays the job requisition details including Posting Title, Job Opening ID number and status of the requisition. Use the **Print Job Opening** link to print the requisition details.

Step	Action
7.	The **Staff Working Conditions** section is required by the eRecruit system and should be completed by the hiring department. Scroll to the bottom of the page and click the **Staff Working Conditions** button. Staff Working Conditions

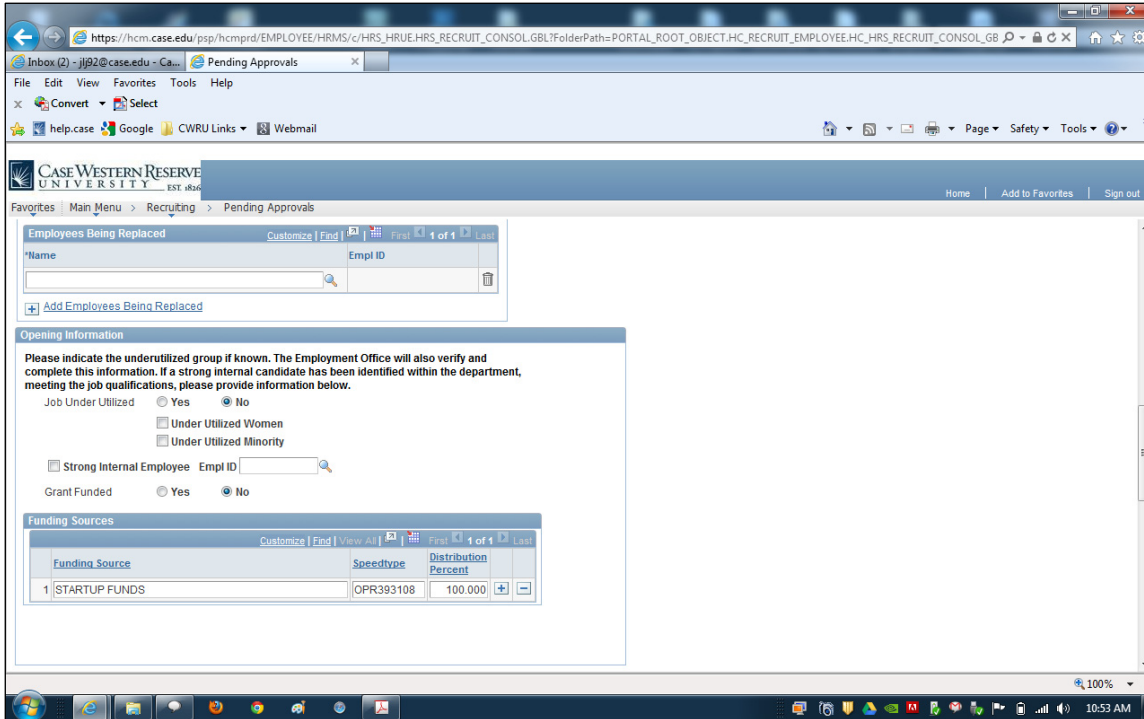| Step	Action
8.	The **Staff Working Conditions** page appears. Place a check mark in the **Expand/Collapse All** check box to view the working condition information and then complete the following steps: ☐ Expand/Collapse All a. Scroll through the information to verify completeness. b. Check any missed boxes. **Note**: You may need to contact the sponsoring department directly for assistance if they did not complete this section. c. Save any changes and then **close the window**.
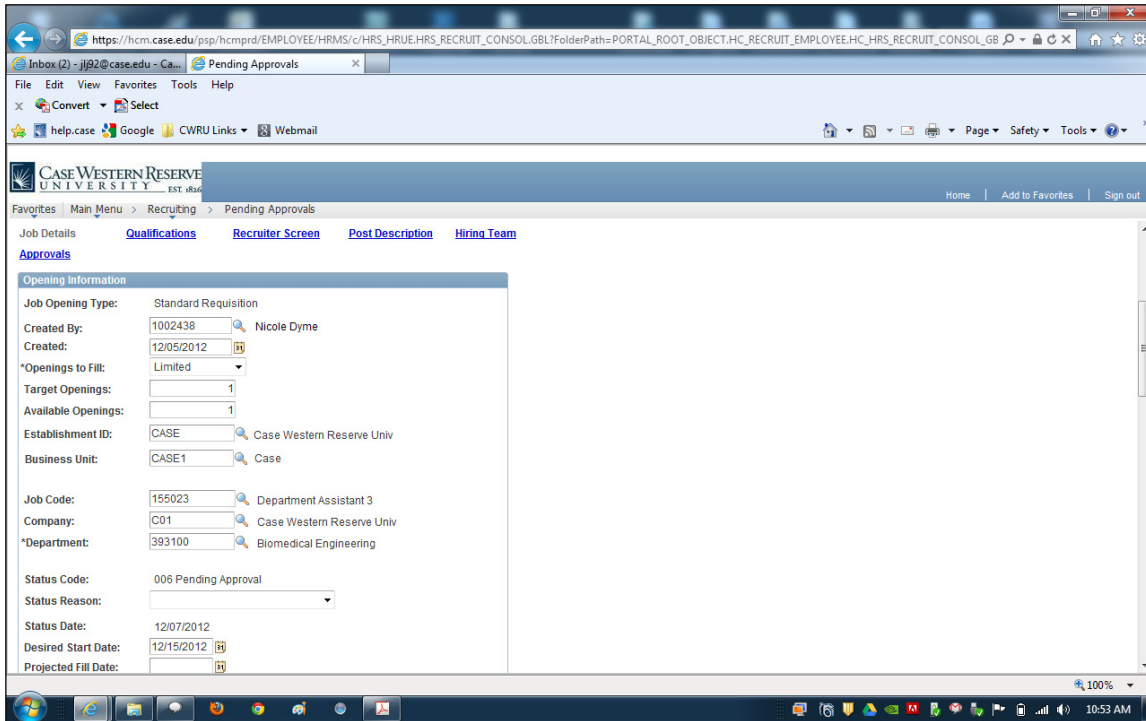
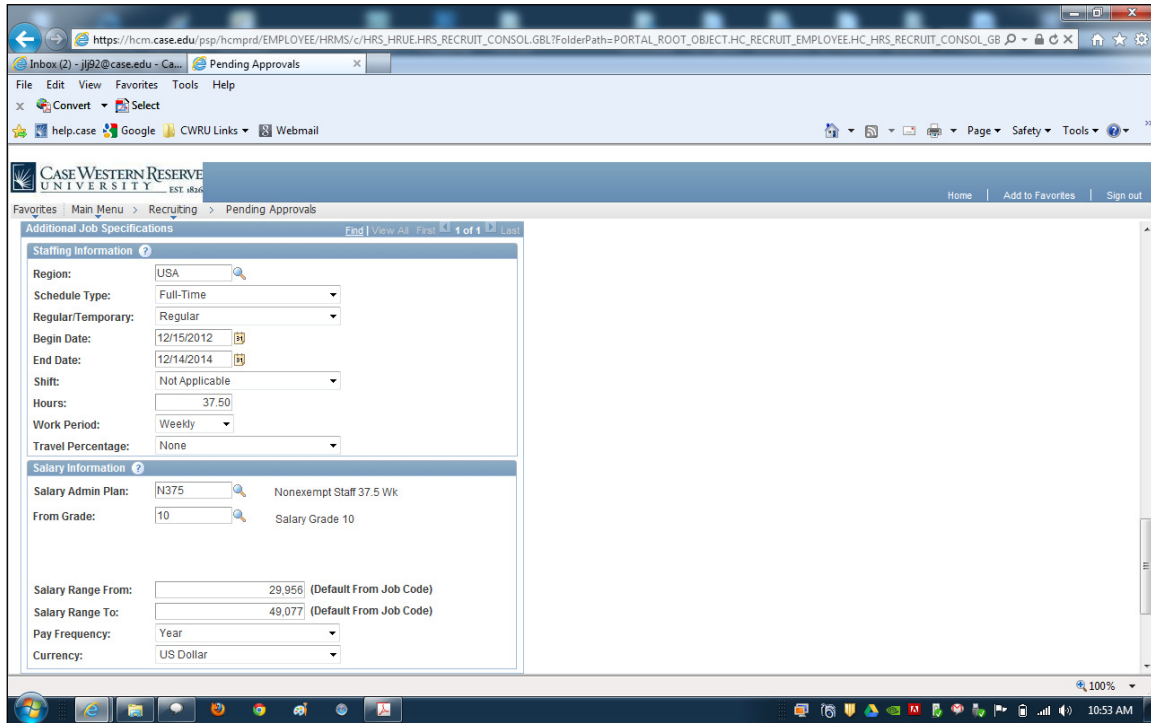| Step	Action
9.	Verify the information appearing in the first **Opening Information** block is correct: a. Openings to Fill = Limited b. Target Openings = 1 c. Available Openings = 1 d. Status Reason = blank.
10.	The **Desired Start Date**, **Projected Fill Date** and **Date Authorized fields** may or may not be completed. Check with the sponsoring department to determine when the position should be authorized to post on the Careers site. **Note**: All three fields can contain the current or a future date.

Step	Action
11.	If the requisition is the direct result of an employee leaving or being terminated, that employee's name will appear in the **Employee Being Replaced** field. The sponsoring department should provide this information if needed.

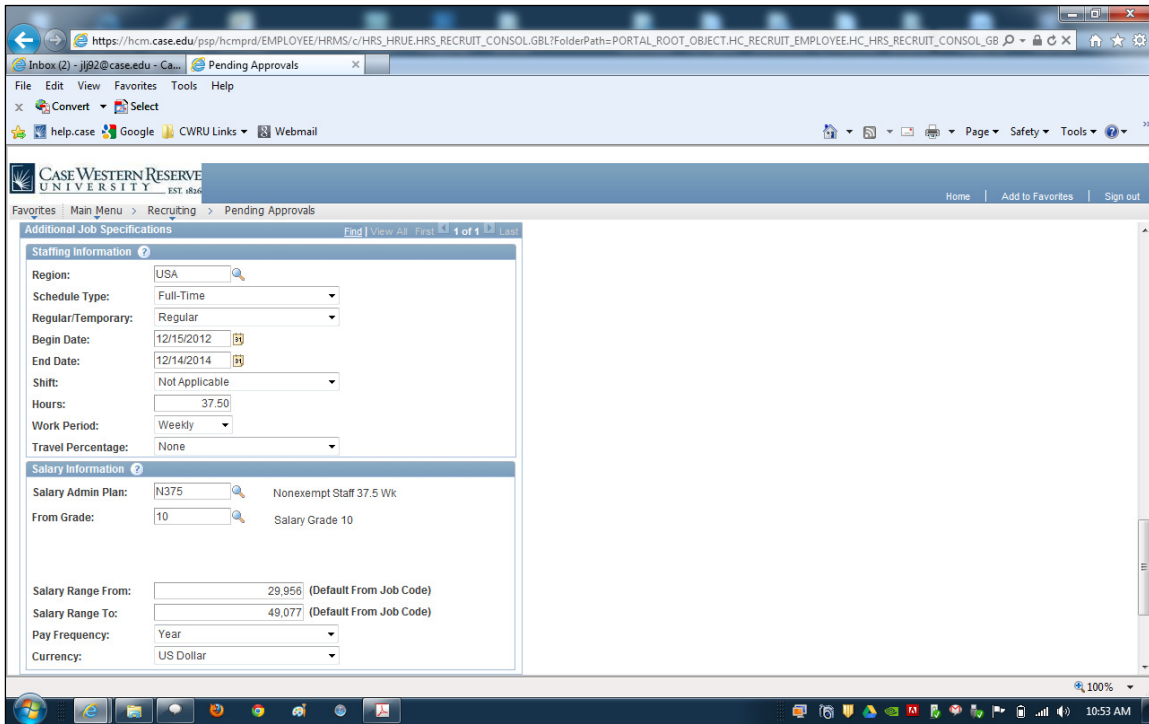| Step	Action
12.	The second **Opening Information** block will indicate the following attributes for the requisition: a. If the **Job** is **Under Utilized** (for women or minority groups). b. If a **Strong Internal Employee** was identified for the position. c. If the position is **Grant Funded** and if so, the **Funding Source**, **Speedtype** and **Distribution Percent** fields should be populated.
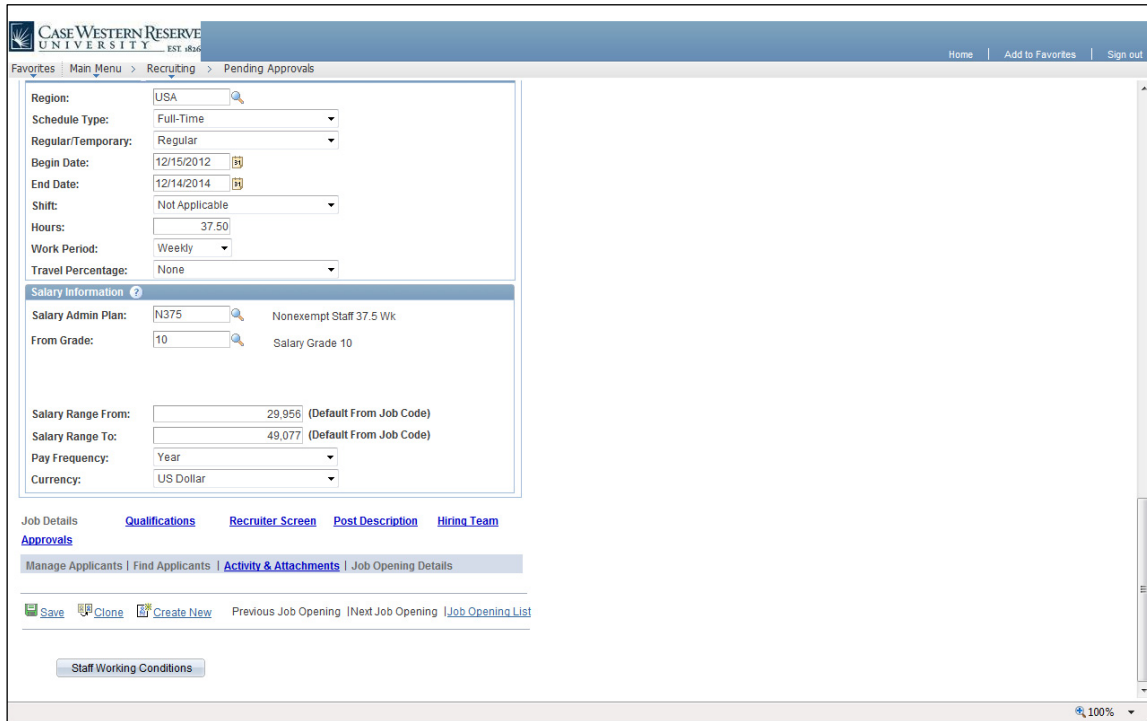
Step	Action
13.	The **Additional Job Specifications** block includes the schedule and salary information for the position. Most of this information should be pre-populated. The **Begin Date** and **End Date** fields are completed by the department to designate a Term position. If **dates appear in both fields**: a. Ensure that the Term is from 1 to 3 years in length. b. Add the standard Term message to the job posting. If there is a **date in only one field**, this is an error and the date should be deleted.

Step	Action
14.	Most of the salary information fields should be pre-populated. Make sure that the **Pay Frequency** field is set to **Year**.

Step	Action
15.	Click the **Qualifications** link to proceed.

Step	Action
16.	The **Qualifications** screen displays the required work experience, education level and degrees that applicants must possess to qualify for the position. Verify that degree requirements are not too specific to be helpful, e.g., adding a Bachelor of Arts degree to an exempt administrative position that already requires a bachelor's degree. **Notes**: 1. Do not remove the Bachelor of Science requirement from research/scientific positions. 2. For RA1 and RA2 positions, an associate's degree with two years of experience or a bachelor's degree with one year of experience is accepted. Ensure the sponsoring department has entered that information under the Qualifications section.

Step	Action
17.	Click the **Post Description** link to proceed. **Post Description** **Note**: Skip the **Recruiter Screen** section.

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Step	Action
18.	The **Job Postings** section includes a link to the descriptive information that applicants will see when the position is posted on the Careers site. Click on the **job title** link under the **Postings** column to open the description. **Postings** Department Assistant 3
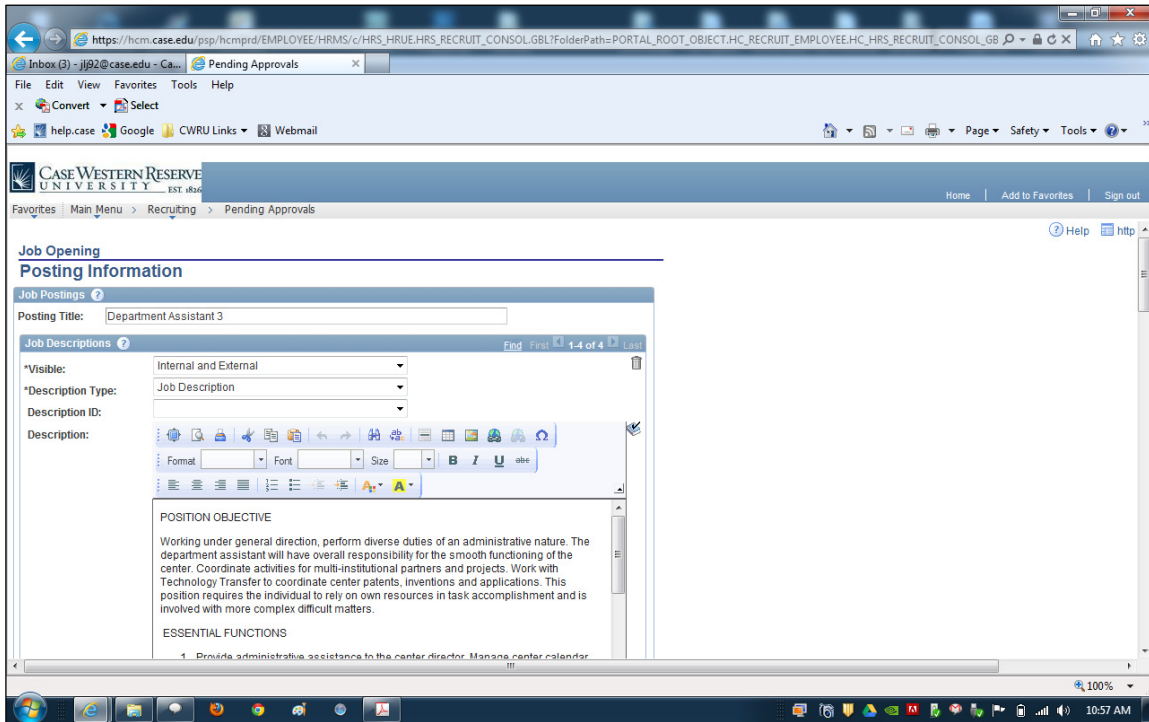
Step	Action
19.	From the **Posting Information** screen, you can edit the **Posting Title** if desired.
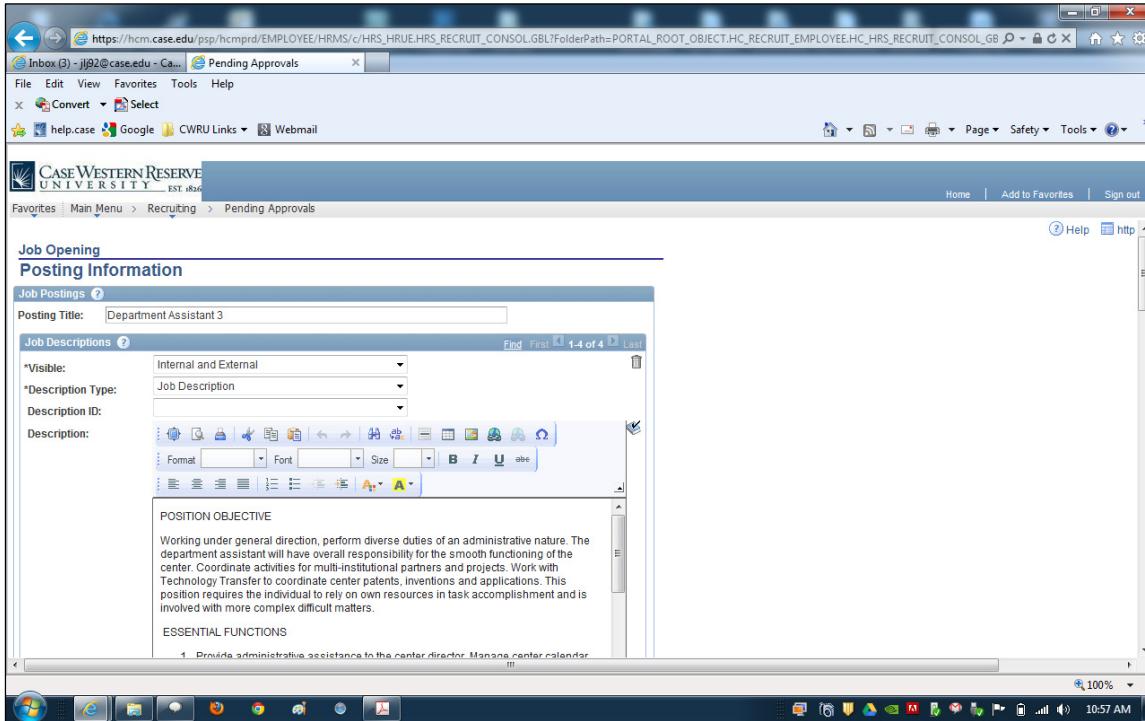
Step	Action
20.	Verify the following items in the **Job Descriptions** section: a. Visible = Internal and External. b. Description Type = Job Description. c. Description ID = Blank.

Step	Action
21.	The job description information appears in the **Description** block and can be edited as required. Verify the information is accurate and make corrections if needed.

Step	Action
22.	Scroll to the bottom of the job description narrative to see if the Diversity Statement has been included. If not, follow these steps: a. Type a period beneath the last line of the job description to create the necessary division. b. Click the **[+] Add Posting Descriptions** link. [+] Add Posting Descriptions c. Select the following parameters to populate the job description: 1. Visible = Internal and External. 2. Description Type = Diversity Statement. 3. Description ID = Diversity Statement. The Diversity Statement will now be appended to the bottom of the job description narrative.

Step	Action
23.	To add the Salary Grade statement, follow these steps: a. Type a period beneath the last line of the job description to create the necessary division. b. Select the following parameters to populate the job description: 1. Visible = **Internal Only**. 2. Description Type = Salary Grade. 3. Description ID = Choose the appropriate grade level. The Salary Grade statement will now be appended to the bottom of the job description narrative.

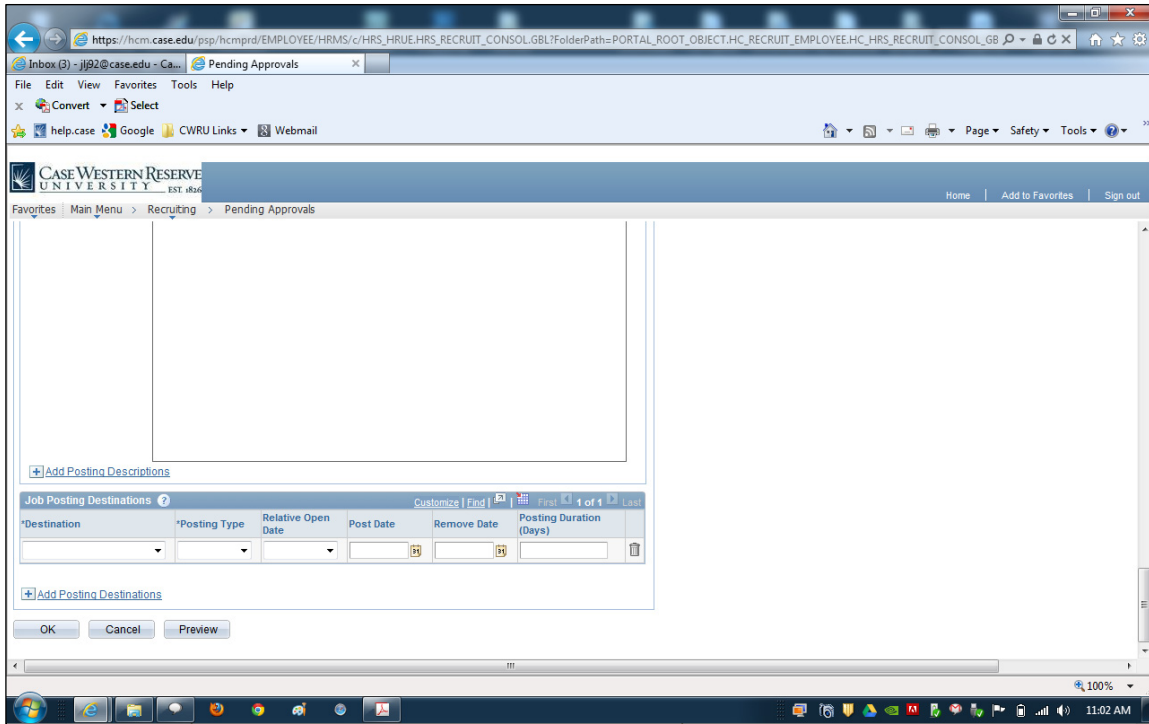| Step	Action
24.	To add the Reasonable Accommodations statement, follow these steps: a. Type a period beneath the last line of the job description to create the necessary division. b. Select the following parameters to populate the job description: 1. Visible = Internal and External. 2. Description Type = Reasonable Accommodations. 3. Description ID = Reasonable Accommodations. The Reasonable Accommodations statement will now be appended to the bottom of the job description narrative.

Step	Action
25.	Follow the steps previously described to add standard messages for **Term Position** and **Strong Internal** candidate to the job description. The Strong Internal candidate message will appear at the top of the job description. The Term Position message will appear at the bottom. Scroll to the bottom of the screen and click the **Preview** button to review the entire job description. ![Preview] **Notes**: 1. Switch to the Internal View to see the Salary Grade information. 2. After exiting the Preview screen, you can remove any erroneous characters (such as upside-down question marks) using the Find function (CTRL F).
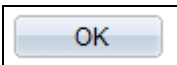
Step	Action
26.	Set the following parameters in the **Job Posting Destinations** section for **External** job postings: a. Destination = Internet. b. Posting Type = External. c. Relative Open Date = Blank (skip). d. Post Date = Current Date. **Note**: The Relative Open Date block will disappear. e. Remove Date = Blank (skip). f. Posting Duration = 30. **Note**: If a strong internal candidate has been identified then use Posting Duration = 7.

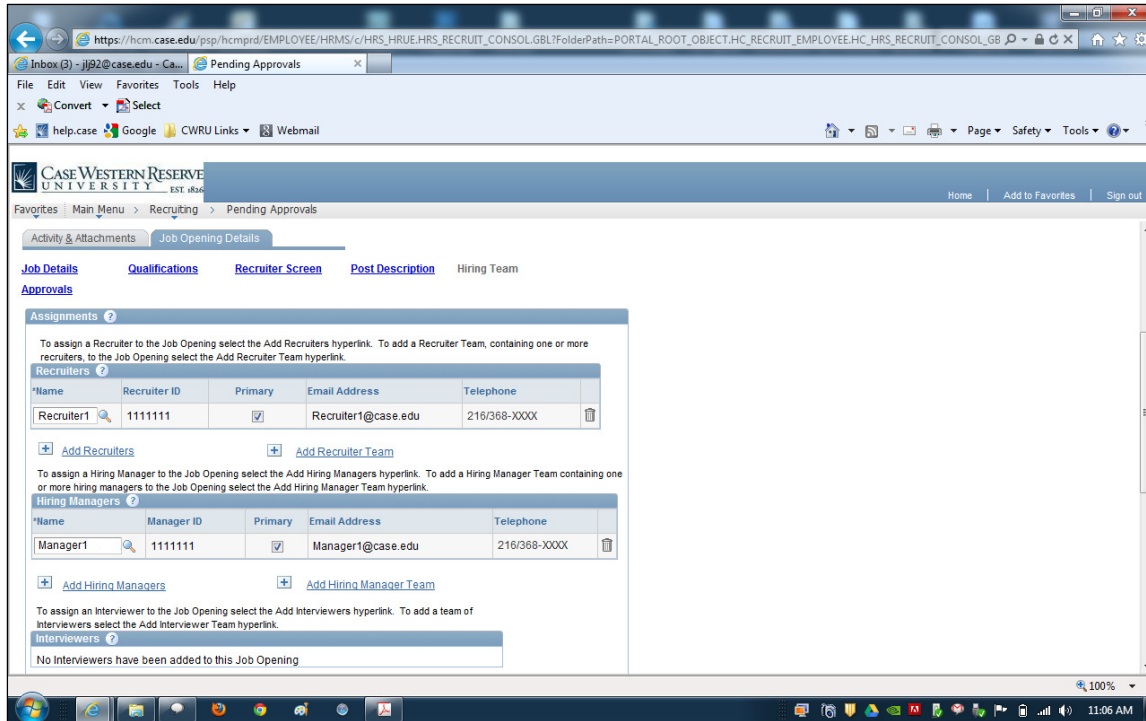| Step	Action
27.	Click the **[+] Add Posting Destinations** link to create a new line and set the following parameters for **Internal** job postings: a. Destination = Internet. b. Posting Type = Internal. c. Relative Open Date = Blank (skip). d. Post Date = Current Date. **Note**: The Relative Open Date block will dissappear. e. Remove Date = Blank (skip). f. Posting Duration = 30. **Note**: If a strong internal candidate has been identified then use Posting Duration = 7.
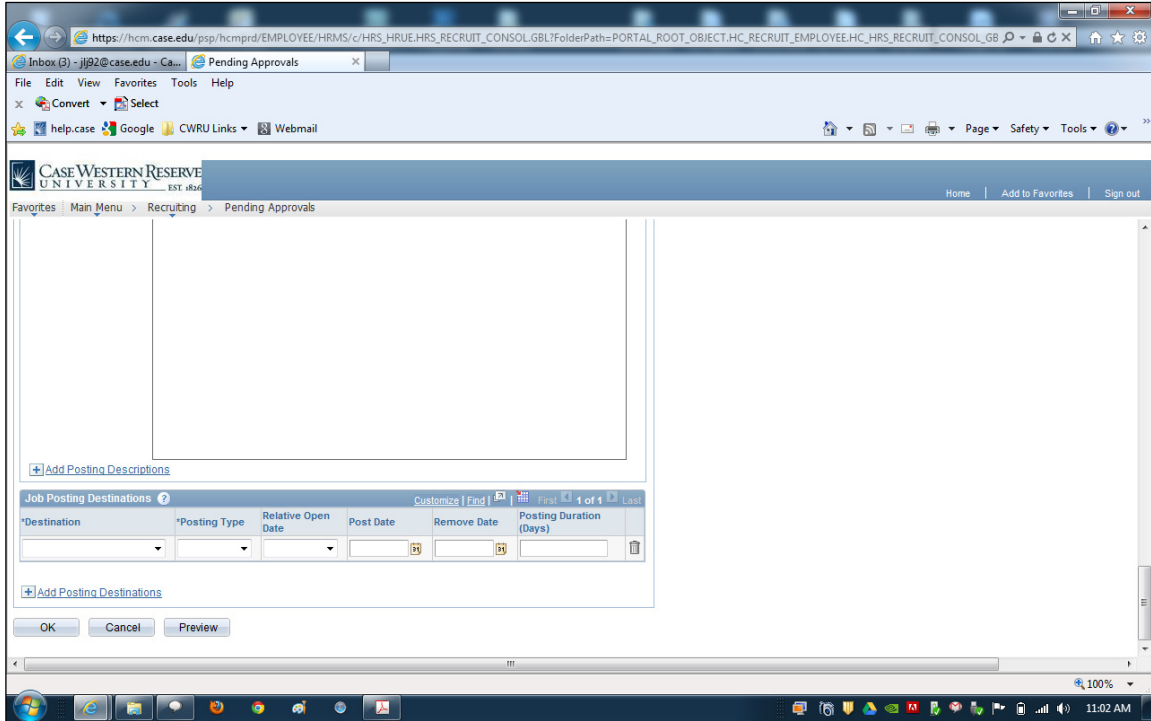
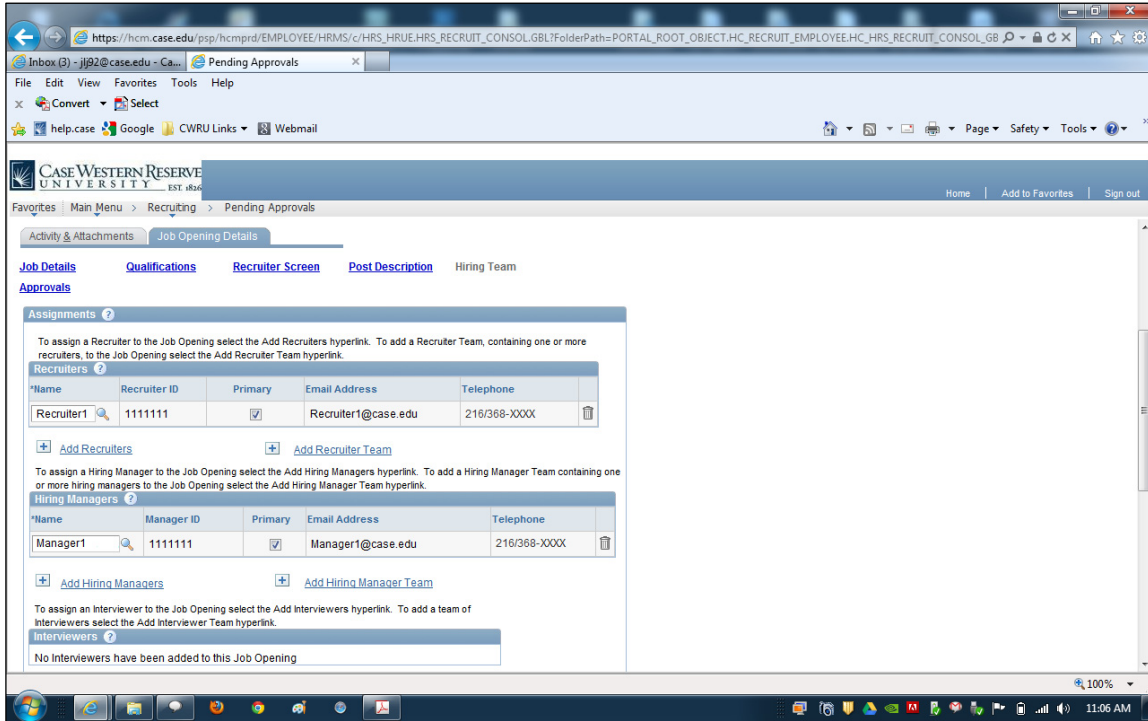| Step	Action
28.	Click the **OK** button to proceed.
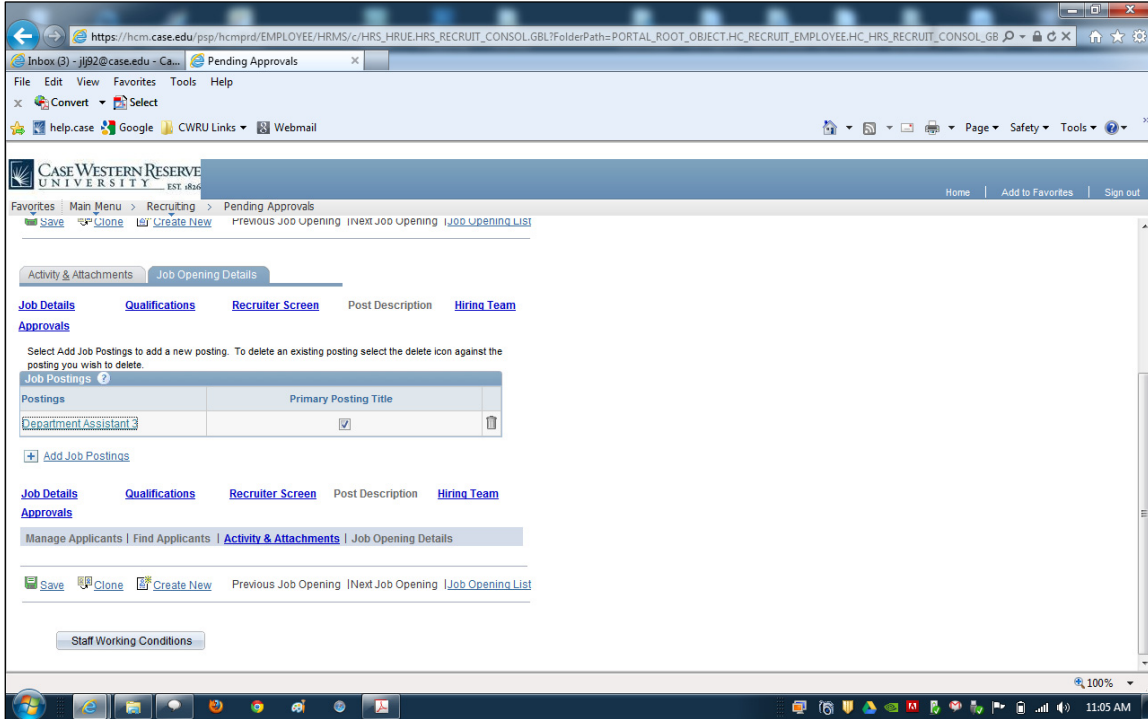
Step	Action
29.	Click the **Hiring Team** link to view the list of people assigned to assess applicants for the position. **Hiring Team**

Step	Action
30.	The Hiring Team screen displays all Recruiter(s), Hiring Manager(s), Interviewers and Interested Parties that will be involved in the hiring process for the job posting. Click the **[+] Add Recruiters** link to add the appropriate recruiter to the job requisition if needed. You can use the **Lookup** function from the **Name** field to search for a recruiter (click on the magnifying glass icon).

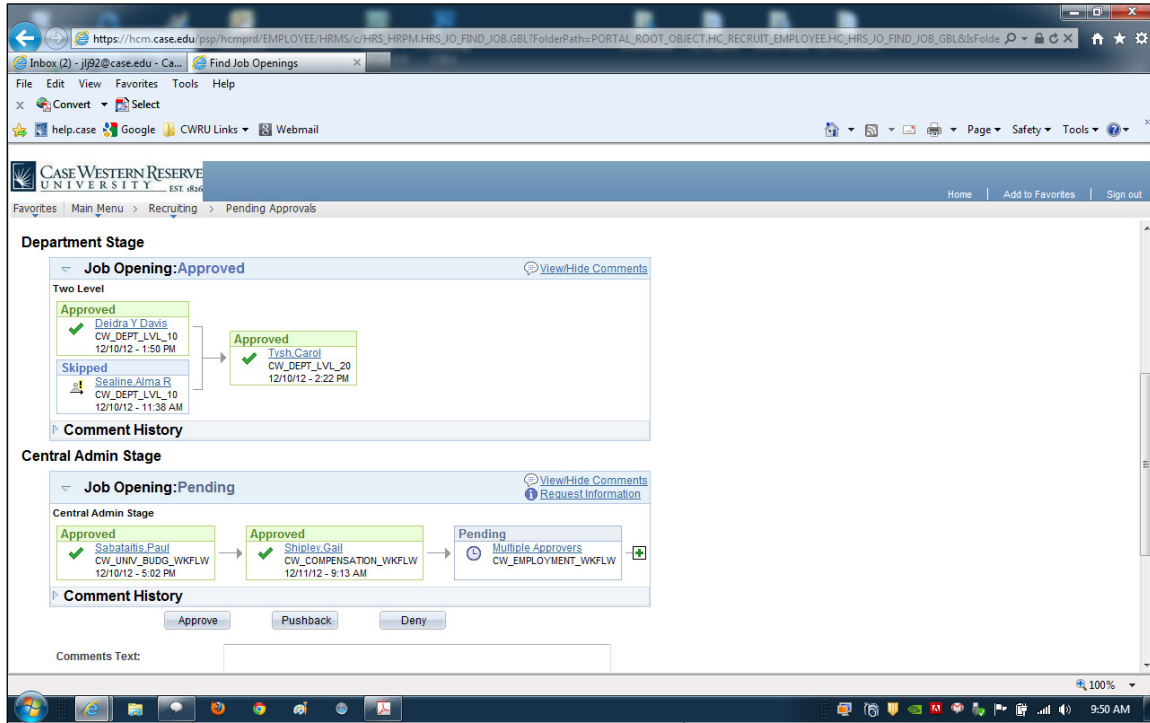| Step	Action
31.	Click the **[+] Add Hiring Managers** link to add the appropriate managers to the job requisition. You can use the **Lookup** function from the **Name** field to search for a manager (click on the magnifying glass icon). **Note**: There is generally no requirement to add Interviewers to the job requisition. If needed, use the **[+] Add Interviewers** link.

Step	Action
32.	Click the **[+] Add Interested Parties** link to add the appropriate parties to the job requisition. All requisitions require the **Receptionist team** be added:

a. Click the **[+] Add Interested Parties Team** link.

b. Check the **Receptionist** check box.

c. Click the **OK** button.

Note: For requisitions including **Under Utilized** and **School of Medicine** positions, there are specific internal instructions for adding interested parties. Consult with a Human Resources manager if you need assistance with these steps. |
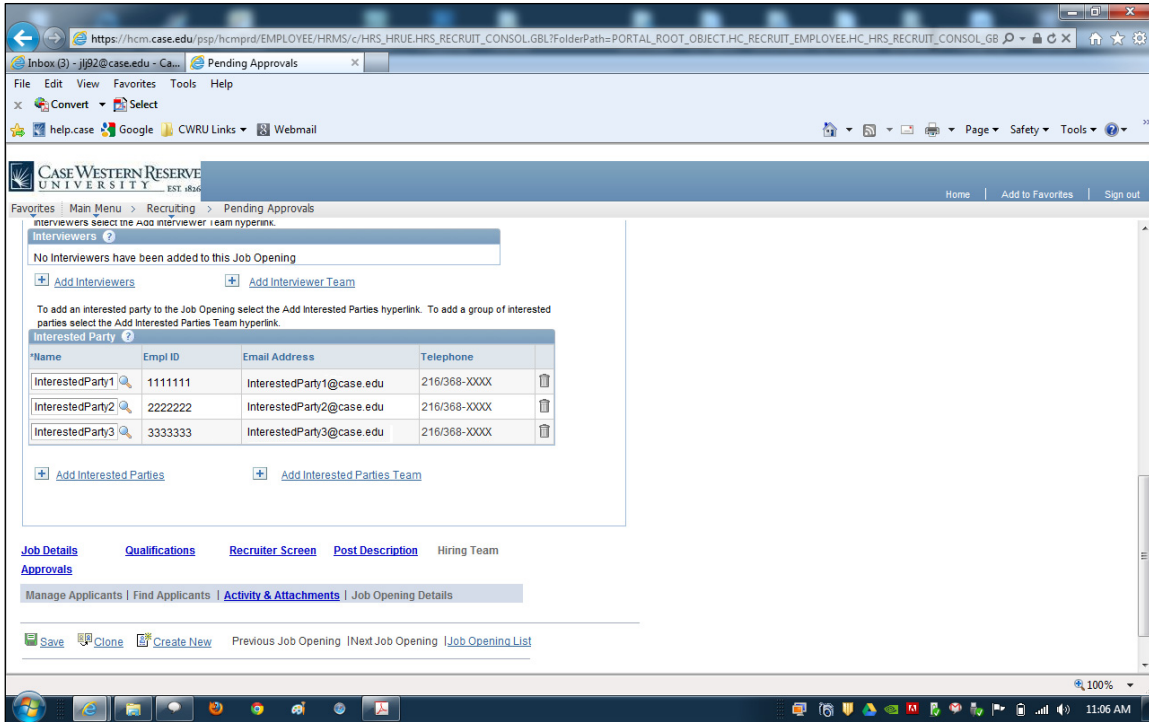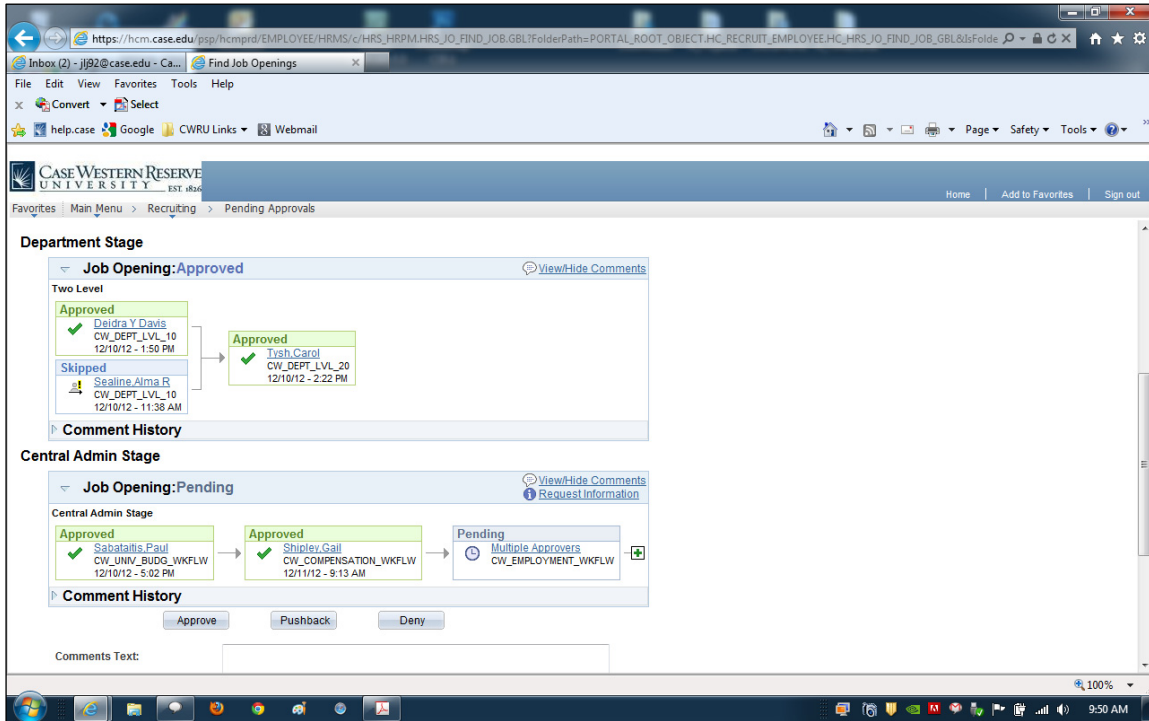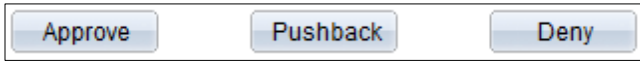
Step	Action
33.	Click on the **Approvals** link.

Step	Action
34.	The **Job Approvals** screen appears. This screen depicts the requisition approval workflow at both the Department and Central Admin Stages. Each person shown in the workflow display will automatically receive an email from the Careers system when the job description is ready for their review and approval. The workflow tree will update the approval status as the job description moves through each person involved. If you make changes from the **Approvals** screen, be sure to click the **Save** button prior to approving the requisition.

Step	Action
35.	The approver has the option to **Approve**, **Deny**, or **Pushback** the requisition using the buttons below the workflow display. **Note**: The **Pushback** button will only appear if there is an approver behind you in the approval queue.
36.	**End of Procedure.**