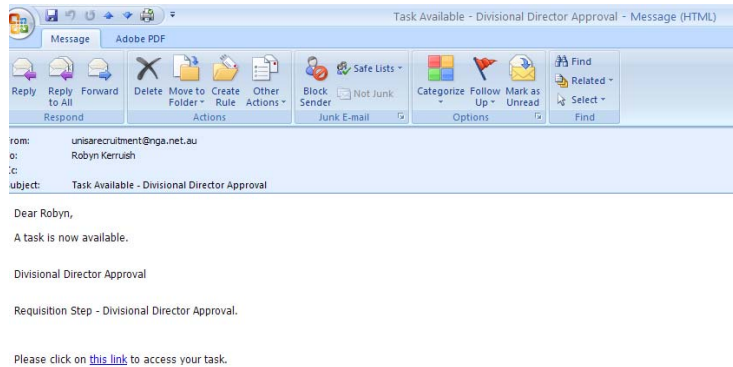


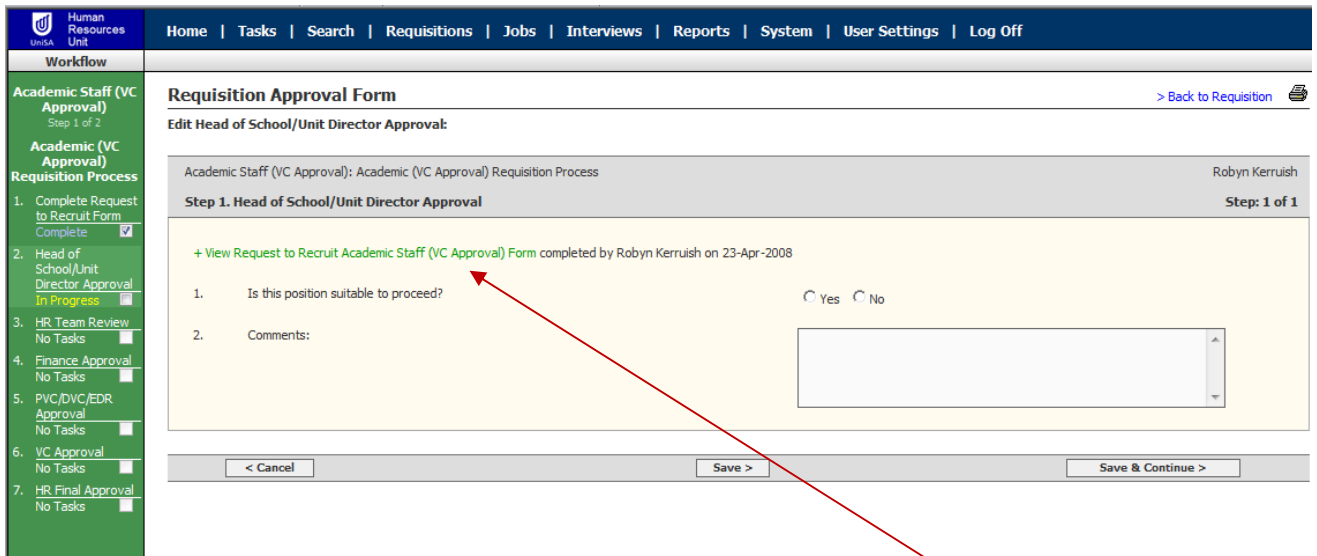
APPROVING A RECRUITMENT REQUISITION

Here is a simple step-by-step guide showing you how to approve a request to recruit.

You will know you have a requisition to approve because you will receive an email alert similar to this:



It will contain a link to an approval form for you to complete. Here is an example:



The screenshot shows the 'Requisition Approval Form' interface. The top navigation bar includes: Home | Tasks | Search | Requisitions | Jobs | Interviews | Reports | System | User Settings | Log Off.

The main content area is titled 'Requisition Approval Form' and includes a 'Back to Requisition' link. Below the title, it says 'Edit Head of School/Unit Director Approval:'.

The form details are as follows:

- Academic Staff (VC Approval): Academic (VC Approval) Requisition Process
- Robyn Kerruish
- Step 1. Head of School/Unit Director Approval
- Step: 1 of 1

The main form area contains the following text and questions:

+ View Request to Recruit Academic Staff (VC Approval) Form completed by Robyn Kerruish on 23-Apr-2008

1. Is this position suitable to proceed? Yes No
2. Comments:

At the bottom of the form, there are three buttons: '< Cancel', 'Save >', and 'Save & Continue >'. A red arrow points from the text below to the '+ View Request to Recruit Academic Staff (VC Approval) Form' link.

View the form you are required to approve by clicking this **+ View Request to Recruit Form** link. Once you have viewed this form either:

Signify your approval by selecting **Yes** against question 1, add any comments and click the **Save & Continue>** button.

OR

If you do not wish to approve the requisition at this time (e.g. some information is missing or incorrect), select **No** (circled) and check the dropdown list to rollback to **Step 1 Complete Request to Recruit** for review. Add comments for the reviewer, then click **Save & Continue >**.

Home | Tasks | Search | Requisitions | Jobs | Interviews | Reports | System | User Settings | Log Off

Requisition Approval Form > Back to Requisition

Edit PVC/DVC/EDR Approval:

Academic Staff (VC Approval): Academic (VC Approval) Requisition Process Robyn Kerruish

Step 1. PVC/DVC/EDR Approval Step: 1 of 1

- + View Request to Recruit Academic Staff (VC Approval) Form completed by Robyn Kerruish on 23-Apr-2008
- + View Head of School/Unit Director Approval Form completed by Robyn Kerruish on 23-Apr-2008
- + View HR Team Review Form completed by Robyn Kerruish on 23-Apr-2008
- + View Finance Approval Form completed by Robyn Kerruish on 23-Apr-2008

1. Is this position suitable to proceed? Yes No Rollback to: - Please select step -

- Please select step -
- 1. Complete Request to Recruit Form
- 2. Head of School/Unit Director Approval
- 3. HR Team Review
- 4. Finance Approval

2. Comments:

< Cancel Save > Save & Continue >

The form will go back to the person completing **Step 1** (in the initial rollout stage, this will be your local HR professional) to respond to your comments, and the process will re-commence. Please be aware that even though you may have seen a requisition previously, it may return to your **Tasks** if it was denied approval further down the approval chain. You will be able to see your previous decision because the **Yes** or **No** button will be selected. Ensure you review the Request to Recruit Form (even if you previously approved this) as some information may have been altered. If you are happy to approve the Request to Recruit Form, select **Yes** and **Save & Continue >**.

Requisition Approval Form > Back to Requisition

Edit Head of School/Unit Director Approval:

Academic Staff (VC Approval): Academic (VC Approval) Requisition Process Robyn Kerruish

Step 1. Head of School/Unit Director Approval Step: 1 of 1

- + View Request to Recruit Academic Staff (VC Approval) Form completed by Robyn Kerruish on 29-Apr-2008

1. Is this position suitable to proceed? Yes No

2. Comments:

< Cancel Save > Save & Continue >

You will receive a confirmation message letting you know the task is complete and you have been logged out.



Welcome to JobOffice by NGA.NET.

You have been successfully logged out.