## Step 1: Hover over "Recruit" and select Recruiting Approvals



Step 2: To view the requisition details click on the job title

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Approvals				
Past				
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Owner(s)	Status	Submitted	<b></b>	0
er Hendershot, Angela	Pending Approval	4/12/2018 2:50 PM	<b>V</b>	0
le: Groundskeeper				
	Approvals Past Past Owner Owner(s) Past Ute: Groundskeeper	Approvals Past Past Owner Owner(s) Status Per Hendershot, Angela Pending Approval	Approvals       Past       Past       owner     Owner(%)       Status     Submitted       over     Hendershot, Angela       Pending Approval     4/12/2018 2:50 PM       title: Groundskeeper     Vitable	Approvals          Past         **       Owner       Owner(s)       Status       Submitted       Image: Comparison of the status of t

**Step 3:** The Requisition now has 4 tabs (General, Job Ad, Application Workflow & Applicant Review). These fields are not editable during the approval process. If an approver approves the requisition with only minor edits to the details fields, we recommend approving with a comment. If substantial changes are needed, for example, changes to the description/qualification content or to any of the tabs beyond

general then the recommendation is to decline the requisition request so that a new version can be routed for approvals.

A Deep it is Assessed			
Pil Recruiting Approvais			
Edit Requisition	- Groundskeeper		
General	Job Ad	Application Workflow	Applicant Review
Job Title *	Groundskeeper		
Requisition Template *	Default Requisition Template		
View In	English (US) V Default Localiz	zed Languages	
DETAILS			
Fach requisition must have a val	id Requisition Facility   ocation Δridness in order to be se	archable with geolocation on the Career Site. Adv	ditional locations can be added in order to
seen requirement indat nave a Va	and a second strategy constrain madress in order to be se	an ensure man geore warden on the career 31(2) Abi	and a second serve budge monder to
Approvals *			
Define an approval workflow for th	e job requisition. Indicate if the approval workflow is se	equential or concurrent.	
View Approval Status			
1 User Miller, Steven	or Easterwood, Allyson		
2 User Byrd, Sara	D		
REQUISITION			
Requisition ID	req5		
Priority *	Medium 🔻		
Openings *	1 On Going		
Target Hire Date	4/19/2018 (Target hire date of fin	st opening)	
Requisition Status	Pending Approval 🔻		
Front Name Sine B 7			
	Groundska	- ma	
	Groundske	eper	
The University of South	nern Mississippi is currently accepting ap	plications for the position of Groun	dskeeper.
Position Details			
Location	GP Physical Plant		
Position Type	Staff		
Employment Status	Full Time		
Grant Funded	No		
Salary Range	10.10 - 10.10		
Job Summary			
Highlight to type and a	add summary here		
			-
		Dest. Count	Man Destinus

Offer Template NonExempt with Benefits 🔹 🕏	
Offer Approvals	
Define an approval workflow for offer letters. Indicate if the approval workflow is sequen Add approvers manually or copy from Requisition Approvals. tatus Change Emails: 0	stial or concurrent and if approval steps are required or notification only.
Background Check (Type: Background Check)	$\nabla$
lot Hired (Type: Closed)	V
lired (Type: Hired)	V
	Back Callicel View Postings

**Step 4:** Click Green Check Mark to approve or Red Stop sign to Decline. Once you select your decision the screen will refresh and allow you to add a comment and a submit button will appear.

Recruit In	ternal Job Postings					
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16 8/18	Requisition Approvals					
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	Requisition Name OW	/ner 🥥 🔍 Search	1			(1 Re:
	Requisition	Owner(s)	Status	Submitted		0
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**Step 5:** Add comment if changes are needed before posting or if you need to supply a reason for declining the requisition.

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		Comment:		
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Requisitions (1)	Requisition Approvals			
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Requisitionis (1)	Pending (1) Past Requisition Name Owner Requisition		Submitted	(1 Res.

## Step 6: Don't forget to click "Submit"

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If additional approvals are needed requisition will automatically move on to next step.