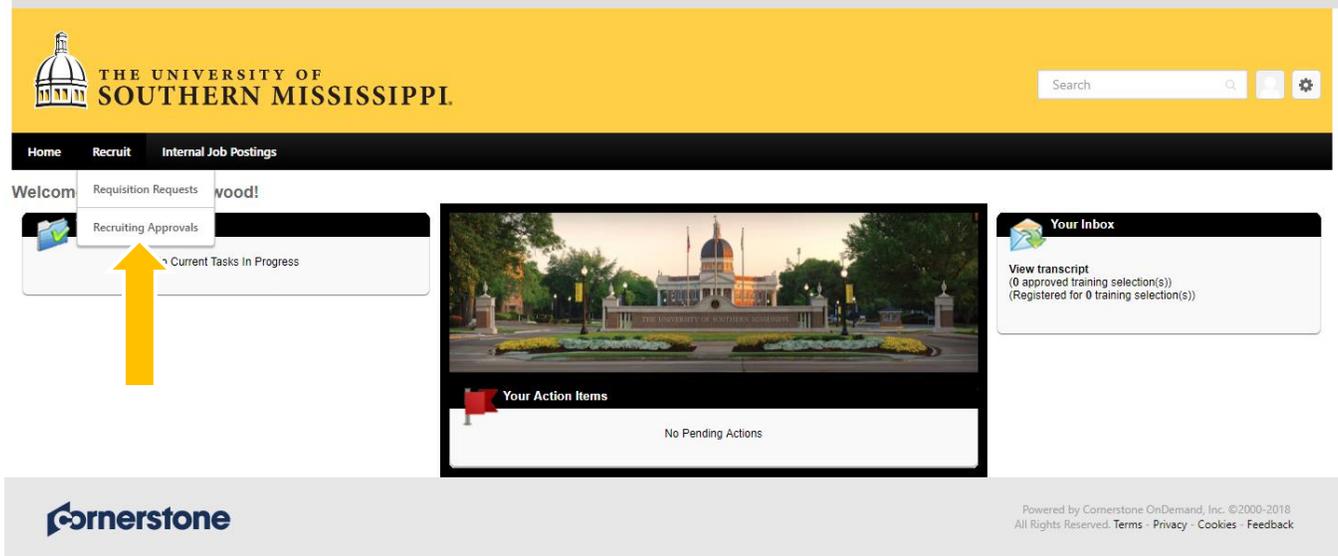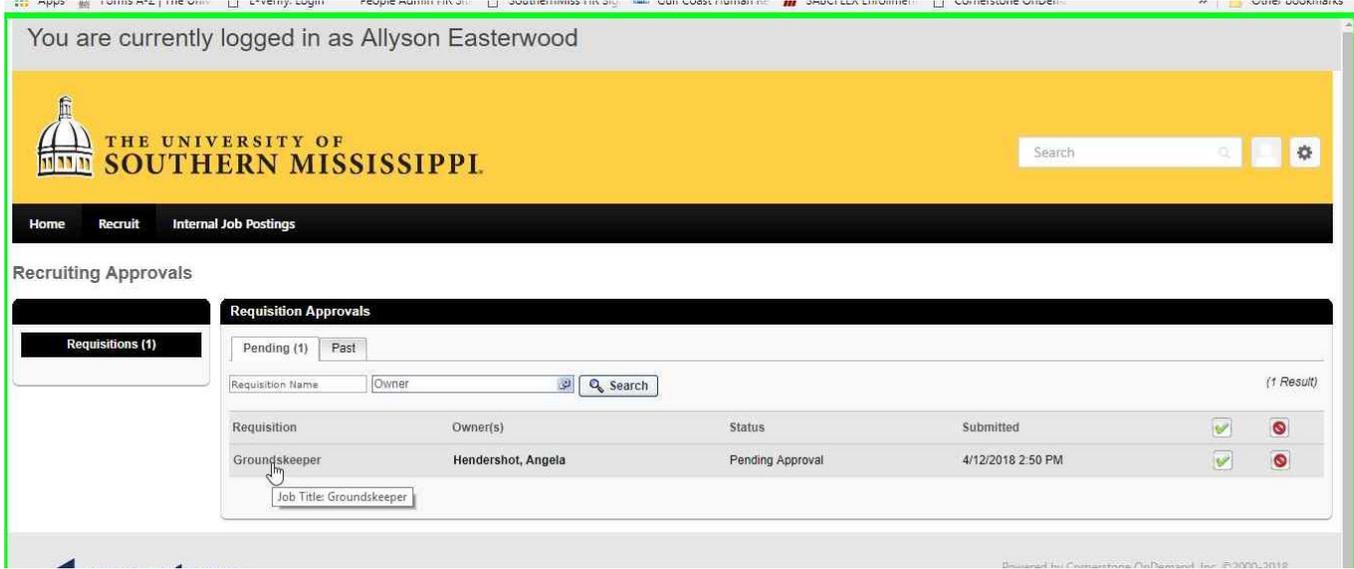# Cornerstone Requisition Approval Steps

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

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

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.

OUTHERN MISSISSIPPI.

Internal Job Postings

Recruiting Approvals

Edit Requisition - Groundskeeper

General	Job Ad	Application Workflow	Applicant Review

Job Title *   Groundskeeper

Requisition Template *   Default Requisition Template

View In   English (US) ▼   **Default** Localized Languages

DETAILS

Each requisition must have a valid Requisition Facility Location Address in order to be searchable with geolocation on the Career Site. Additional locations can be added in order to

Approvals *

Define an approval workflow for the job requisition. Indicate if the approval workflow is sequential or concurrent.

View Approval Status

| 1 | User | Miller, Steven | or | Easterwood, Allyson |
| 2 | User | Byrd, Sara | | |

REQUISITION

Requisition ID   req5

Priority *   Medium ▼

Openings *   1   ☐ On Going

Target Hire Date   4/19/2018 📅 (Target hire date of first opening)

Requisition Status   Pending Approval ▼

Font Name   Size   B I U abc x² X₂ A ▾ ◇ ▾ ≡ ≡ ≡ ≡ ⋮≡ ⋮≡ 🖼 🖾

Groundskeeper

The University of Southern Mississippi is currently accepting applications for the position of Groundskeeper.

Position Details

Location	Gulf Park
Division	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 add summary here

Back   Cancel   Next   View Postings

Offer Letter (Type: Offer Letter)

Offer Template | NonExempt with Benefits ▼

Offer Approvals

Define an approval workflow for offer letters. Indicate if the approval workflow is sequential or concurrent and if approval steps are required or notification only. Add approvers manually or copy from Requisition Approvals.

Status Change Emails: 0

Background Check (Type: Background Check)

Not Hired (Type: Closed)

Hired (Type: Hired)

Back   Cancel   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.

THE UNIVERSITY OF
SOUTHERN MISSISSIPPI.

Home   Recruit   Internal Job Postings

Recruiting Approvals

Requisitions (1)

Requisition Approvals

Pending (1)   Past

Requisition Name | Owner   Search   (1 Result)

Requisition	Owner(s)	Status	Submitted		
Groundskeeper	Hendershot, Angela	Pending Approval	4/12/2018 2:50 PM	✓	⊘

Cornerstone
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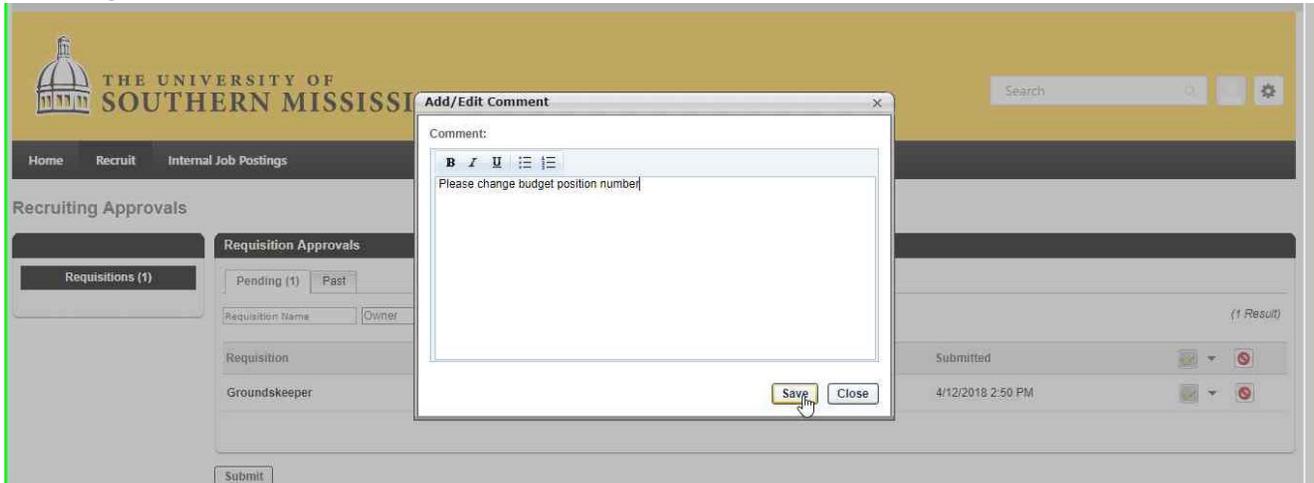

Recruiting Approvals

Requisitions (1)

Requisition Approvals

Pending (1)   Past

Requisition Name | Owner   Search   (1 Result)

Requisition	Owner(s)	Status	Submitted		
Groundskeeper	Hendershot, Angela	Pending Approval	4/12/2018 2:50 PM	✓ ▾	⊘

Submit

Step 5: Add comment if changes are needed before posting or if you need to supply a reason for declining the requisition.

Step 6: Don't forget to click "Submit"
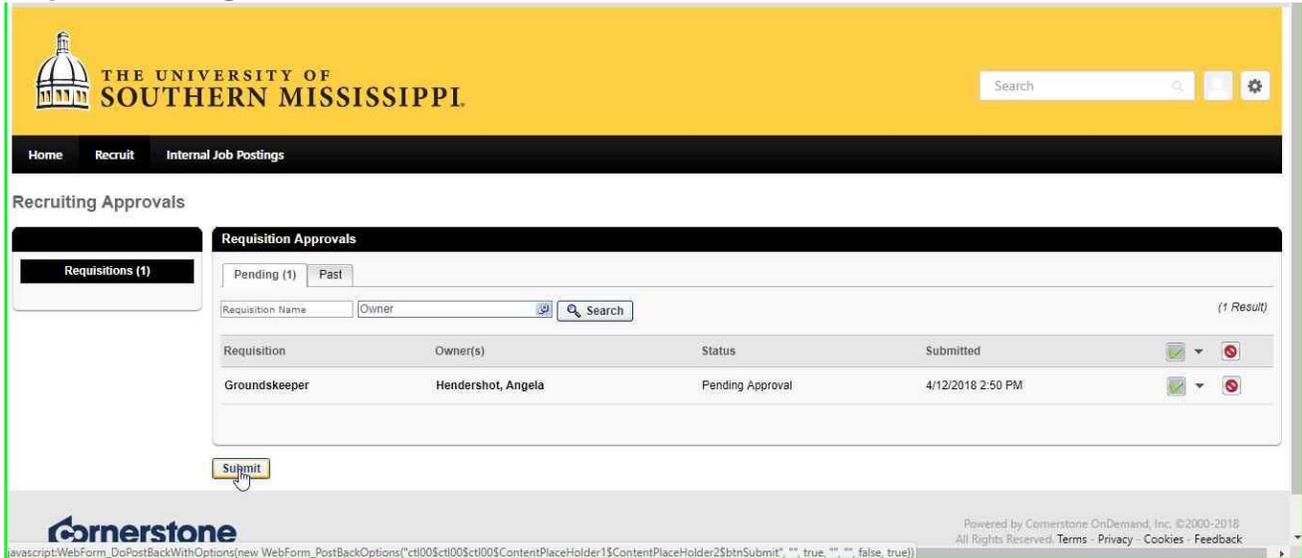
If additional approvals are needed requisition will automatically move on to next step.