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.

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
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.
**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.