Approve a Job Opening (Request to Fill)

Trigger:

Concept

Job Aid and Business Process

Warning:
Do not allow a New Hire or Reappointment to begin work prior to the start date set or approved by the Department of Employment.

Purpose
After a manager creates and submits a Job Opening, the system initiates the approval process. Approvers can also add additional approvers or reviewers to an individual job opening by entering information for the additional approver or reviewer. Approvers have the option of either:

→ Approving the Job Opening
→ Denying the Job Opening

Assumptions
→ Job Opening has been created and submitted in PeopleSoft.

Responsibility/Role
→ Managers, Recruiters, Provost, VP

Flow Chart
The act of approving a job opening occurs immediately after submission by the requestor. The following diagram describes the high level steps in the Howard Hiring Process.

**Required Field(s)**
Select Option for Action – Approve, Pushback, Deny Comments – Enter Desired information/justification for action Update Work List with Mark Worked

**Output - Results**
Request is forwarded to next approver

**Additional Information**
None
Procedure

A Manager's Worklist provides a convenient way to approve a Job Opening Request (Request to Fill).

In the Job Opening/Job Offer processes, when a Manager approves a request, the system will automatically remove an item from the worklist. In the case of Incidental Pay and Position Requests, they will need to navigate back to the worklist to complete the "Mark Worked" portion of the process. This will be explained in greater detail in other lessons.

Home > Worklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the Worklist page. Click the Worklist link.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
2. | The *Worklist* page displays.
   Locate the Job Opening you wish to approve and click on the link.
   Click on **HRS_JOB_OPENING_ID:1215,7693** in the *Link* column.
### Step 3

The **Job Opening** page displays. To review submitted information, you would use the scroll bar to move down the page, or you would review information represented by the links for **Salary/Staff**, **Hiring Team** and so forth.

To approve the Job Opening, click on the **Approvals** link.

![Job Opening page](image)

### Step 4

An Approver has authority to do the following:

- **Approve** - the request is approved. Please enter comments specific to the Job Opening and a justification.

- **Deny** - the request is stopped from moving forward. It will be cancelled by the system and cannot be reused. Enter comments justifying use of Denied.

  *A second-level Approver will also have a third option:*

- **Pushback** - the request is returned to the requestor with instructions for change. After the requestor makes changes, it can be rerouted through workflow for approval. Enter comments justifying use of Pushback.
### Business Process Document
HU LEADS Human Capital Management Training: Approve a Job Opening (Request to Fill)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 5.   | You may enter explanation or justification into the **Comments** field.  
|      | Enter "**Required to expand department**". |
| 6.   | Let's Approve the position.  
|      | Click the **Approve** button. |
| 7.   | You have approved the Job Opening. Notice that the status in the box for James Jericho has changed from "Pending" to "Approved" and date and time information have been added.  
|      | There is also a new "Approval Comment History" box. This will record the name of the person who logged in to PeopleSoft to complete this action -- this helps track situations where approval was delegated.  
|      | Click the **Home** link to return to your main menu. |
| 8.   | Congratulations! You have completed the Approve a Job Opening business process. **End of Procedure.** |