

## Approval Processes – Job Requisitions & Offers

### Introduction

This guide shows you how to work with approval processes. CHRS Recruiting system includes many approval processes that are developed by campuses. Approvals are all similar. What you learn in this guide applies to all CHRS Recruiting approval processes.

These processes are based on generic approval processes that each campus uses as a starting point and then customizes for its own users.

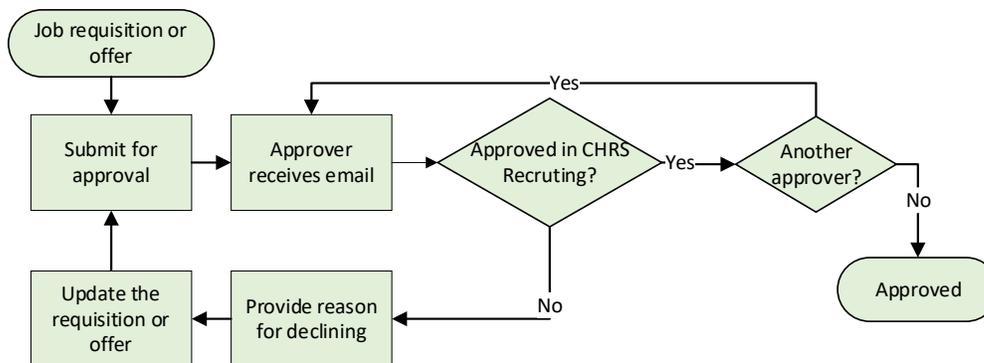
Approval processes are linear; each approver receives a request for approval after the previous approver has approved.

The following items have approval processes:

- Job requisitions
- Offers

### Process diagram

Each campus provides its own approval process. The following diagram shows a generic approval process.



- The requester submits the job requisition or offer for approval.
- The reviewer receives an email notifying them to log into the system to review the job or offer.
- If approved, the process moves to the next approver in the process (if there is one) or to the end.
- If declined:
  - The approver provides a reason.
  - The approval process ends.
  - The job requisition or offer is updated and resubmitted for approval

## What you will do

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- Complete an approval
- Check approval status
- Replace an approver
- Restart an approval process

## Complete an approval

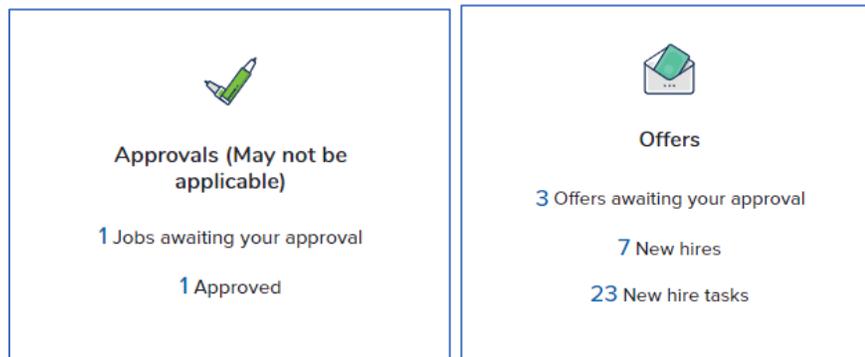
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If you are an approver for a job requisition or offer, you need to be able to complete your step in the process.

## When to complete an approval

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- You receive an email notification to approve a form.
- You see a notification on your dashboard that a form is awaiting your approval.



## Prerequisites and assumptions

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- You have approver permission assigned to you.
- You are identified as an approver on a job requisition or offer.

## How to complete a job approval in CHRS Recruiting

Use the following procedure to complete an approval for job requisitions and position descriptions.

1. Click the following links to open the approval based on your role.

Your role	Dashboard links
<b>Hiring manager or other approver</b>	<p>From the dashboard:</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; padding: 10px; width: 45%; text-align: center;">  <p>Approvals (May not be applicable)</p> <p><b>1</b> Jobs awaiting your approval</p> <p>1 Approved</p> </div> <div style="border: 1px solid #ccc; padding: 10px; width: 45%; text-align: center;">  <p>Offers</p> <p><b>3</b> Offers awaiting your approval</p> <p>7 New hires</p> <p>23 New hire tasks</p> </div> </div>
<b>Recruiter, manager, or administrator</b>	<p><b>Manager Activities</b></p> <ul style="list-style-type: none"> <li><span style="border: 1px solid green; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">3</span> Jobs requiring panel review</li> <li><span style="border: 1px solid purple; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">1</span> <b>Offers awaiting your approval</b></li> <li><span style="border: 1px solid purple; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">4</span> New hires</li> <li><span style="border: 1px solid purple; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">4</span> New hire tasks</li> </ul>

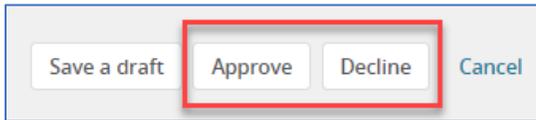
2. On the **Manage approvals** page, click **View** next to the item that needs approval.

### Manage approvals

Approval status: Pending Clear Search

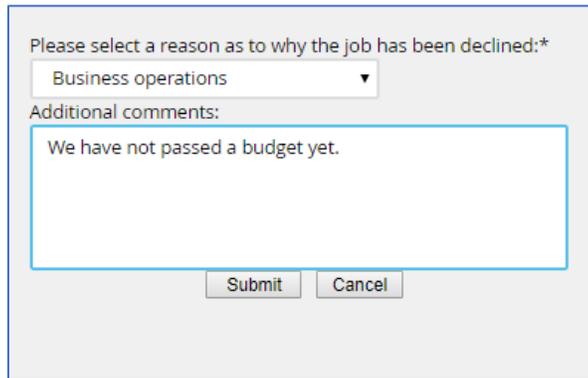
Date raised	Job No.	PD No.	Job title	Hiring Administrator	New	Replacement	
7 Feb 2019	492798		Undercover Locksmith	jowadhav.Paleu	0	0	<a href="#">View</a>

3. Review the job requisition and then click a response:



A screenshot of a user interface showing four buttons: "Save a draft", "Approve", "Decline", and "Cancel". The "Approve" and "Decline" buttons are enclosed in a red rectangular box.

- **Approve:** The page closes and the next approver receives notification. If you are the final approver, then the job creator receives notice that the job has been approved.
- **Decline:** You must specify a reason for declining the job, then click **Submit**.



A screenshot of a form for declining a job. It features a dropdown menu with "Business operations" selected, a text area containing "We have not passed a budget yet.", and "Submit" and "Cancel" buttons at the bottom.

## Offer approvals

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Offer approvals differ slightly from job requisitions:

- Offers are not displayed on the Manage Approvals page.
- When you decline Offers, you must provide an explanation instead of a selectable reason.

## How to complete an offer approval

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1. In CHRS Recruiting, open the side menu.
2. Click **Offers**.
3. Click **View** for the applicable offer.
4. Review the offer.
5. At the bottom of the page, click the response:
  - **Approve:** The page closes and the next approver receives notification. If you are the final approver, then the job creator receives notice that the job has been approved.
  - **Decline:** Provide an explanation for your decision to decline, then click **Submit**. The requester of the offer receives an email notification that includes the decision and the explanation.

## What happens next

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- Approved items await the next approver in the process.
- If you were the final approver, the approval status changes to Approved.
- If you declined the approval, the approval process stops. The requester can update the item and then resubmit for approval.

## Check the approval status

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After you send an item out for approval, you might want to check back to see whether the approval process is progressing. Sometimes, the approval process halts because an approver is absent or unable to perform reviews.

You can search for items by their approval status.

- Approved
- Declined
- Pending approval

## When to check the approval status

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You can check the approval status any time after the approval process starts.

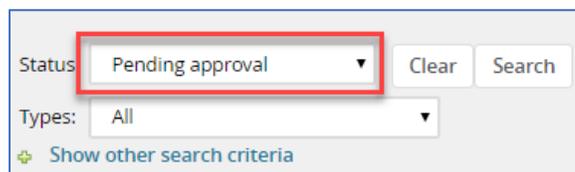
## How to find a job that is pending approval

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1. From the top navigation bar, open the Jobs page.



2. In the Status field, select **Pending Approval**.



3. Click **Search**.

## How to check the approval status of a job requisition

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1. Open the requisition.
2. Scroll down to the Users and Approvers section.

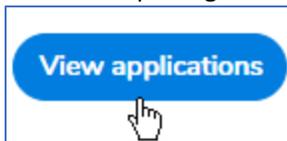
- Review the approval process information. You can quickly see where you are in the process.

Approval process:*	SL - Staff - New PD - Edits
1. Reports-to Manager:	John Smith ✓ Approved 14 Sep 2018
2. Human Resources:	Jane Smith ⓘ You are here 
	<a href="#">Resend email to approver</a>

### How to open an offer that is pending approval

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- Open the job requisition.
- From the top navigation area, click **View applications**.



- Find the applicant and then click **View application**. The applicant card opens.
- Click the **Offer incomplete** link in the Applications area. The offer opens.

Applications			
Adventure Locksmith	<a href="#">Prepare offer</a>	<a href="#">Offer incomplete</a> 	<a href="#">Actions</a> ▾
#492779 JR Submitted: 29 Jan 2019 via LinkedIn	Status changed 6 Feb 2019	<a href="#">Flags</a>	<a href="#">Form</a> <a href="#">Resume / CV</a>

### How to check the approval status of an offer

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- Open the offer.
- Scroll down to the **Approval process** section.
- Review the approval process information. You can quickly see where you are in the process.

Approval process - Campus	
Originator:*	Jonathan Fales
Approval process - Campus:	SB - Offer Approval - Three Step Approval
Approval workflow initiated: 7 Feb 2019, 4:46pm PST	
1. Hiring Manager:	 BHM Permission ⓘ You are here
2. Human Resources Manager:	BHMT Permission
3. Human Resources Manager:	BHM Permission

### What happens next

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- If the approval process is delayed you can contact the approver to expedite the process.
- If the approver is unable to complete the task, you can request an approver replacement.

## Replace an approver

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If the approver is unavailable or unable to perform the approval function, you need to reassign the approval step. However, after you submit an item for approval, that item becomes read-only, so you cannot edit the approval process.

## When to replace an approver

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When the original approver is unable to perform the approval function.

## How to replace an approver

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If users are unable to edit items that are in an approval process you must get help.

1. Contact your campus administrator.
2. Provide the name of the alternate approver.

## What happens next

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- The campus administrator replaces the approver.
- The original approver receives an email that cancels the approval request.
- The new approver receives an email indicating that an item is awaiting approval.

## Restart an approval process

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During approval, the form is read-only. If an approval is declined, the approval process ends, so you can edit the form. After you address the concerns of the approver, you can restart the approval process.

## When to restart an approval

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- When the approval is declined.
- You have addressed the concerns of the approver.

## Prerequisites and assumptions

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- You have permission to edit the approval.

## How to find a declined job

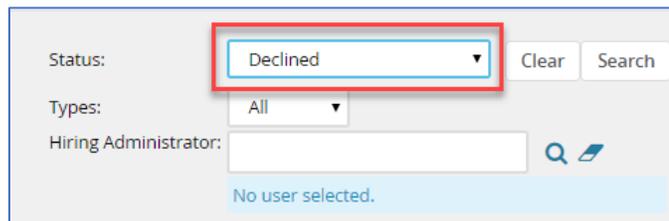
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You might need to search for a declined job so that you can restart the approval process. You can use the approval status field to narrow the search.

1. From the top navigation bar, open the Jobs page.



2. In the Status field, select **Declined**.

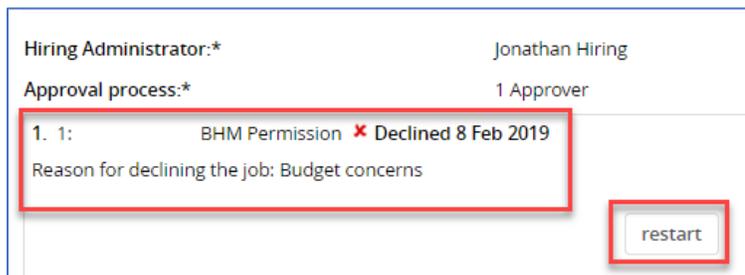


3. If you know the hiring administrator, enter that information to further narrow the search.
4. Click **Search**. The search returns jobs that have been declined.

## How to restart the approval

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1. Open the job.
2. Scroll down to the **Users and Approvals** section.
3. Read the reason that the job was declined.
4. Click **restart**.



## What happens next

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The review process restarts.