Approve Requisition

User Groups: Hiring Manager, Department Support, Human Resources

Purpose: Review job description and information and approve for posting

1. Go to the JOBS tab
2. Click on the half moon for the requisition to be approved
3. Click on View - to review the requisition authorization form
4. Click on Approvals - get to the approval screen
5. Click on Approve at the bottom of the screen. An email will be sent automatically to the next approver