

Approving a Requisition

Once a requisition is entered into Taleo, the first level of approval is the Hiring Manager. If an Initiator enters the requisition, once it's submitted for approval, the Hiring Manager will receive an e-mail notifying him/her that a requisition requires approval.

To view requisitions requiring approval:

- On the **Recruiting Center** home page in the **Tasks** box, click the **Approve Requisition** link.

A Tasks window will appear displaying all requisitions that the Hiring Manager needs to approve or has approved and still remains in the approval workflow, as seen below:

Tasks							
Tasks	Candidate	Requisition	Assignee		Due Date	Priority	Status
Approve Requisition		1500004U - Pizza Delivery	Runser, Emily			Normal	In progress
Approve Requisition		1500003A - Approval Path Testing	Kessler, Melissa			Normal	In progress
Approve Requisition		1500003H - Executive Assistant	Kessler, Melissa			Normal	In progress
Approve Requisition		1500005G - Associate Director	Kessler, Melissa			Normal	In progress

Locate the requisition in question and click the **Approve Requisition** link in the *Tasks* column. The **Decide on Approval** window will appear, as displayed on the following page.

Decide on Approval

Message Details

Please review the information below and respond to the approval request as soon as possible.

From:
Heather Mantier

Date:
Dec 17, 2016, 9:23:57 AM

Comments:
Please approve

For Requisition
(1500005G) Associate Director

☐ Send me an email with my decision

Order	Approver	Decision	Date and Time	Comments
1	Melissa Kessler	Approve ▼		
2	Emily Runser	Pending		
3	B Dean (Test)	Pending		

Comments

Requisition Details

Requisition 1500005G - Associate Director.pdf	Recruiter Rebecca Greenwell	Number of Openings 1	Hiring Manager Melissa Kessler
Hiring Manager Assistant Heather Mantier	Department Community Engagement Center	Attachments OrgChart.xlsx	Primary Location University of Maryland, Baltimore

Done

Cancel

- **Message Details** summarizes who entered the requisition, when, and any comments included in the request for approval. A checkbox is available for the Hiring Manager to request an e-mail be sent detailing the decision.
- **Approval Order** displays the approval workflow beginning with the Hiring Manager. The Hiring Manager can select *Approve* (default) or *Reject*.
- **Requisition Details** provides a summary of the requisition. A link to a PDF version of the requisition is available, along with any attachments.
 - Note: To view the requisition itself and make any changes, the Hiring Manager would need to access the requisition through the **View Requisitions** on the Recruiting Center homepage.

Once the Hiring Manager is ready to approve, he/she will select **Done** and the requisition will continue through the approval workflow.