Online Vacancy Creation Approval Form
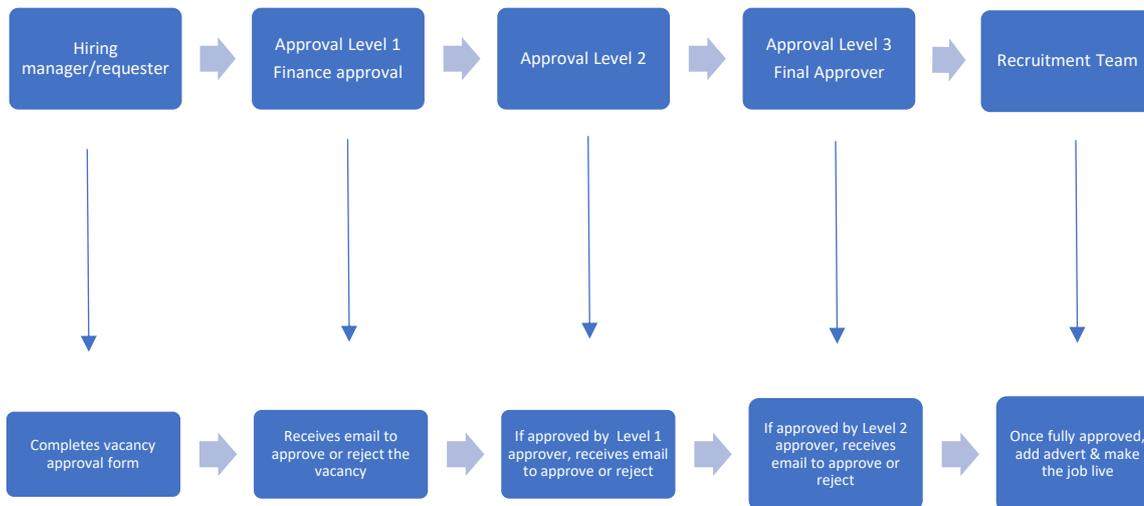
Guidelines for Approvers

This document contains guidelines for the approval or rejection of the online vacancy creation approval form to request a job to be advertised.

Contents

Overview of the process for the online approval

Approving the vacancy request

Once you have received the email advising you have a vacancy request to approve, you can click on the link in the body of the email to approve or reject the request. The email will have the form attached that the hiring manager has created and any forms they have uploaded such as job description. The body of the email will have any notes the hiring manager has added.

Requisition Approvers

First Name	Last Name	JobTitle	Type	Status	Sent On	Approved On
Approver	Finance PS			Approved	23/08/2022 14:02:51	23/08/2022 14:04:06
Approver	P&OD					
Recruitment	Team Approval	Recruitment Team				

Requisition Notes

Date	Time	Added By	Details
2022-08-23	14:04:29	Approver Finance PS	Requisition Approved - DOPO-019750 - UAT (do not use) Tester Requisition User: Approver Finance PS Comments: checked in budget. Approved Julie Penning

The approver can also see in this section the status of the approval process so they can see who has approved before them.

When you click approve, it will open the approval comments box, you need to add comments that you approve the vacancy, and **you must ensure you also add your name.** Click approve again.

JOBTRAIN

SAE-019491 / UAT Test (DO NOT USE)

Requisition Comments

Top Tip
Please ensure you add your name to the comments box when you click approve.

Approve

Vacancy Raised By: Michael Platt

Requisition Approvers

FIRST NAME	LAST NAME	JOB TITLE	TYPE	STATUS	SENT ON	APPROVED ON
Michael	Platt	Apprenticeships Manager		Approved	20/07/2022	20/07/2022
Maggie	Martin	Business Transformation Officer		Approved	20/07/2022	20/07/2022
Julie	Penning	Business Transformation Officer		Approved	20/07/2022	20/07/2022

Job Notes

DATE	TIME	ADDED BY	DETAILS
			Requisition Approved - SAE-019491 - UAT Test (DO NOT USE)

The next approver will receive an email they will be able to see the same as the first approver along with any comments that approver has added. Once approved the final approver will receive the request, again they will see all the details the first two approvers can see, along with the comments added by the approvers. Once it has been fully approved the final email will be sent to the recruitment team who will check the request and if they have everything, they require they will start their process of creating the vacancy and liaise with the hiring manager.
The hiring manager will receive an email advising the request has been fully approved.

Rejecting the vacancy request

Before you click reject, you should first contact the hiring manager to see if they can provide further information you may need to enable you to approve the vacancy.

If you do click reject at first, second stage or third stage of the approval process, you need to add comments as to why you are rejecting the form and **you must ensure you also add your name**.

DOPO-019528 / UAT (do not use) Tester

Requisition Comments

Reject

Requisition Approvers

The hiring manager will then receive an email advising them the vacancy has been rejected, why it has been rejected and what to do. If the form is to be resubmitted, then all approvers will receive the form again to approve.

Dear Julie

Hums Finance has selected not to approve the above vacancy. Please contact them directly for further information.

Please note that a HR delegate may have updated this on behalf of the approver

User Comments

Requisition Not Approved - HUM-019530 - UAT (do not use) Tester assistant
Requisition User: Hums Finance
Comments: The job is different to what was agreed prior to being submitted please advise

Kind Regards
Recruitment Team

TOP Tip
Always put a reason for rejecting along with your name so the hiring manager knows the reason for the rejection.