Online Vacancy Creation Approval Form
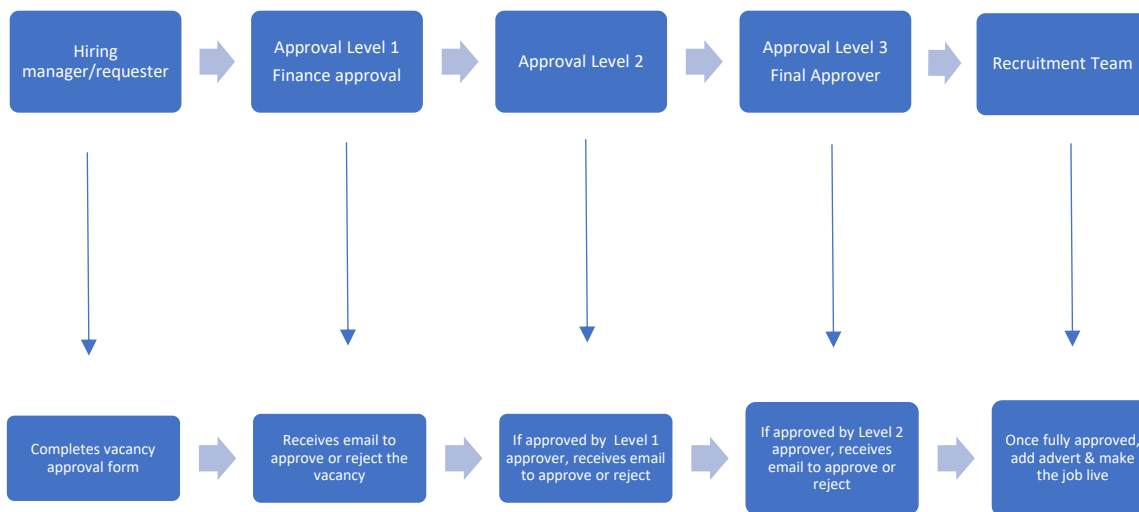
Guidelines for Approvers

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

Access to shared mailboxes to approve

If you are a new approver and do not have access to the shared mailboxes, you will need to raise a ticket with IT

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.
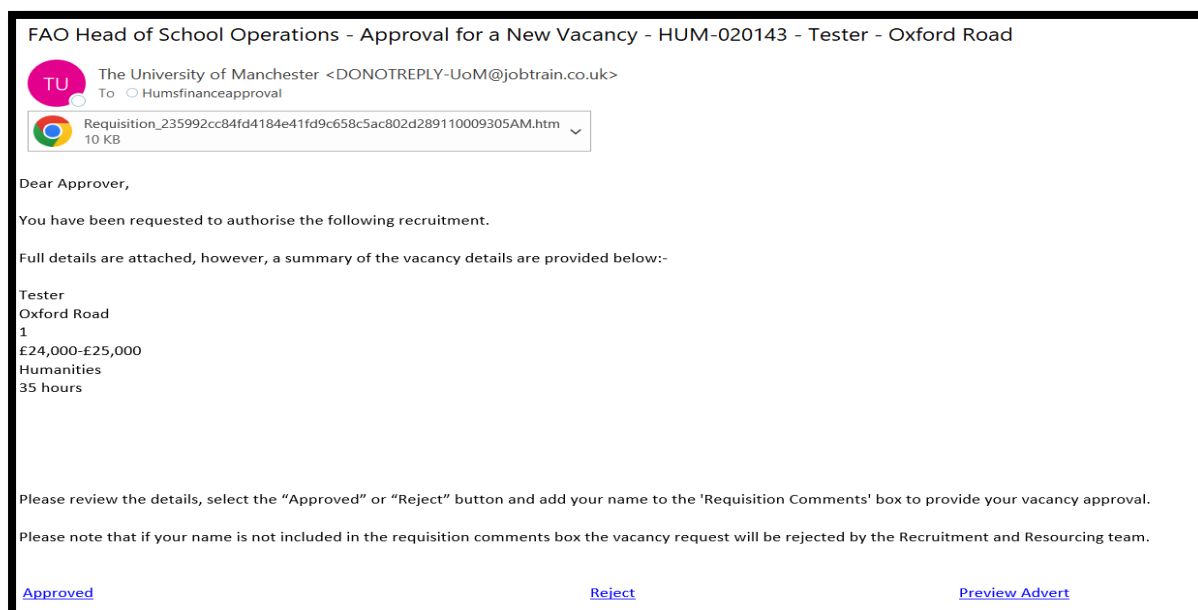
Requisition Approvers

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.

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.

Multiple Funding Approval

Some vacancies will have multiple funding codes and these codes could have different budget holders.

The vacancy request will only be sent to one shared mailbox per level of approval via Jobtrain and for multiple funding they will be approving on behalf of the other budget holders. **It is important that evidence of this other approval is documented**. You can do this in two ways

- You can add notes into the comments box stating who the other approver(s) are and that they have approved the request
- If you have an email from the other approver (s) you can add a link to this email into the comments box

Save the email confirming the approval into your one drive, right click on the saved emailed and copy link. Click in Settings
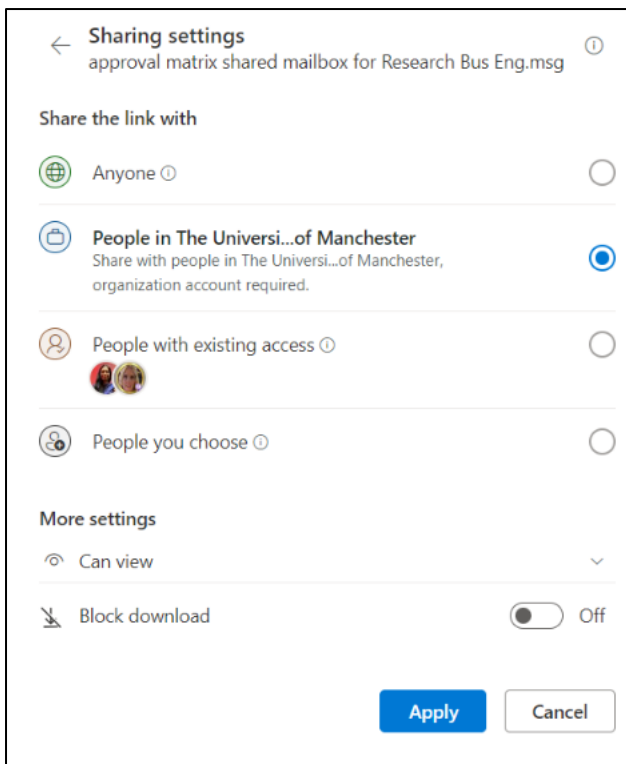
and select people in the University, to ensure the link can be accessed.

Click Apply.

The link can now be added into the comments box of the approval email after you click approve to open the approval comments box. Remember to add your name as well. Enter the information and click approve. The next approver will receive their email to approve, and they will also be able to access the link should they need to.

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 request, and **you must ensure you also add your name**.

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.