

Guide 4: The Approval Process – for those creating vacancies

Introduction

This guide describes the process for submitting jobs for approval after you have saved them and viewing the job requisitions in Talentlink.

The process described here replaces the previous e-work based approval process.

Section A: Submitting for Approval after saving

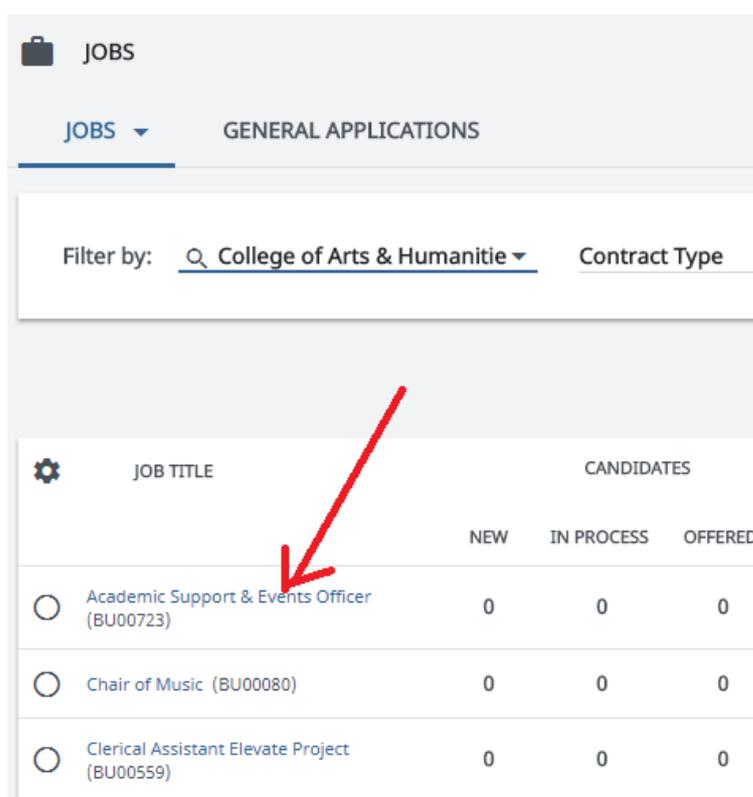
Section B: Forwarding an Approval Step

Section C: Tracking the Approval Status

Section D: Restarting the Approval Chain after Rejection

Section A: Submitting for Approval after saving

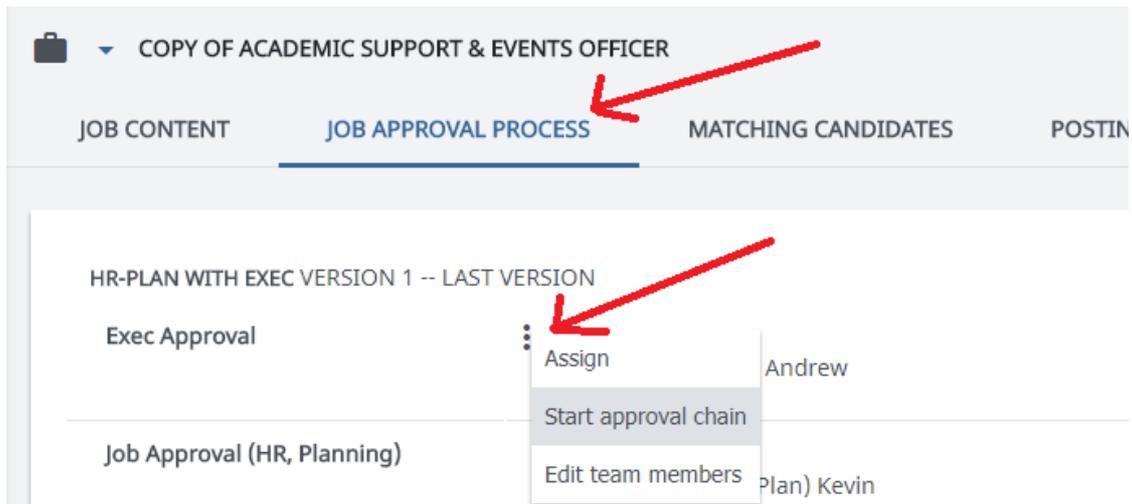
- Select the job you want to submit for approval



The screenshot shows the 'JOBS' section of the Talentlink interface. It features a navigation bar with 'JOBS' and 'GENERAL APPLICATIONS' tabs. Below the navigation bar, there is a filter section with 'Filter by: College of Arts & Humanitie' and 'Contract Type'. The main content area displays a table of job requisitions. A red arrow points to the first row of the table, which is 'Academic Support & Events Officer (BU00723)'. The table has columns for 'JOB TITLE', 'NEW', 'IN PROCESS', and 'OFFERED'.

JOB TITLE	CANDIDATES		
	NEW	IN PROCESS	OFFERED
<input type="radio"/> Academic Support & Events Officer (BU00723)	0	0	0
<input type="radio"/> Chair of Music (BU00080)	0	0	0
<input type="radio"/> Clerical Assistant Elevate Project (BU00559)	0	0	0

- The Job Opening details page is displayed. Click the **Job Approval Process** tab.



- Click **:** and choose **Start Approval Chain**
- When you have clicked Start Approval Chain, a new window will open.

A screenshot of a form titled 'Job Requisition Approval Request'. The form has several sections. The first section is 'Use an Email Template' with a dropdown menu set to 'Job Requisition Approval Request'. The second section is 'Approval Step' with a dropdown menu set to 'Exec Approval'. The third section is 'Submit to' with the text 'Edwards Andrew'. The fourth section is 'Subject' with the text '[%job_number%] - Cais am gymeradwyo swydd / Job Approval required : [%job_number%]'. Below this is a button labeled 'ADD MERGE FIELDS'. The fifth section is 'Email Template Content' with a rich text editor. The text in the editor is 'Cais gan / Request from [%sender_user_firstname%] [%sender_user_lastname%] - [%job_approval_url%]'. Below the editor is another button labeled 'ADD MERGE FIELDS'. The sixth section is 'Receive Notification when completed' with two radio buttons: 'Yes' (which is selected) and 'No'. The seventh section is 'Due Date (required)' with a date field containing '20/10/2017' and a calendar icon. At the bottom right of the form are two buttons: 'CANCEL' and 'SUBMIT'.

- Enter/edit the text in the message field (if required)
- Select **Receive Notification when Completed** to receive an email notification when the step is approved
- If you want the review to be completed before a certain date, enter that due date in the **Due Date** field
- Click **Submit** to start the approval chain

On the **Job Approval Process** page of the job, you can see that the approval process is started.

Section B: Forwarding an Approval Step

A user can forward a step for approval to another approver. For example, when you know for sure that the original approver is on holiday, you can forward the approval step to another user, to avoid blocking the workflow of the Job vacancy. Also, if you have made an error when selecting the approvers, you can forward the approval step to the correct approver.

- On the **Job Approval Process** tab, click **Forward** to the right of the step that you want to forward to another approver.

ADMINISTRATIVE ASSISTANT

JOB CONTENT **JOB APPROVAL PROCESS** MATCHING CANDIDATES POSTING SELECTION / HIRING

HR-PLAN-FIN RC WITH EXEC VERSION 1 -- LAST VERSION

✓ Exec Approval	Started on 17/10/2017 by GSA Bangor - Approved on 17/10/2017	View History
	#1: GSA Bangor Approved on 17/10/2017	
! Job Approval (HR, Planning, Fin RC)	Started on 17/10/2017 by GSA Bangor	View History
	#1: Luke Jade Submitted on 17/10/2017	Approve / Reject
	#2: Mundy (Plan) Kevin Submitted on 17/10/2017	
	#3: Parry (Fin-RC) Rhys Submitted on 17/10/2017	Forward

- Select the new approver and the approver to be replaced.

SUBMIT JOB APPROVAL STEP TO ANOTHER APPROVER

Job Opening Administrative Assistant

MESSAGE

Use an Email Template **Job Requisition Approval Request**

Approval Step Job Approval (HR, Planning, Fin RC)

Submit to (required) Griffith (HR) Steffan

Replacing Luke Jade

Subject [%job_number%] - Cais am gymeradwyo swydd / Job Approval required : [%job_number%]
[ADD MERGE FIELDS](#)

Administrative comments

Cais gan / Request from [%sender_user_firstname%] [%sender_user_lastname%] - [%job_approval_url%]
[ADD MERGE FIELDS](#)

Receive Notification when completed Yes No

Due Date (required) (dd/mm/yyyy) 20/10/2017 

[CANCEL](#) [SUBMIT](#)

- Enter/edit a message in the **Administrative Comments** field (if required)
- Click **Submit** to forward the request to another user

Section C: Tracking Approval Status

- Go to the **Job Approval Process** tab to see the approval status for each approver

ADMINISTRATIVE ASSISTANT

JOB CONTENT **JOB APPROVAL PROCESS** MATCHING CANDIDATES POSTING SELECTION / HIRING

Job Approval Step	Status / Action	Start Date / By	End Date / By	Actions
HR-PLAN-FIN RC WITH EXEC VERSION 1 -- LAST VERSION	✓ Exec Approval	Started on 17/10/2017 by GSA Bangor	Approved on 17/10/2017	View History
		#1: GSA Bangor	Approved on 17/10/2017	
Job Approval (HR, Planning, Fin RC)	ⓘ	Started on 17/10/2017 by GSA Bangor		View History
		#1: Luke Jade	Approved on 17/10/2017	
		#2: Mundy (Plan) Kevin	Submitted on 17/10/2017	Forward
		#3: Parry (Fin-RC) Rhys	Submitted on 17/10/2017	

In this example, you can see that the Executive approval is complete. HR have approved the post but Planning and Finance have yet to approve or reject.

Section D: Restarting the Approval Chain after Rejection

A job requisition may be rejected for various reasons. If these changes are subtle, the approver may contact you about a change to the job requisition and then change it and re-submit the requisition themselves. However, if the change is a large change, you may need to edit the requisition and re-submit it yourself.

- On the **Job Approval Process** tab, you can see when an approval step has been rejected. You will also receive a message in your **Communications Centre** informing you that it has been rejected.

ADMINISTRATIVE ASSISTANT

JOB CONTENT **JOB APPROVAL PROCESS** MATCHING CANDIDATES POSTING SELECTION / HIRING

HR-PLAN-FIN RC WITH EXEC VERSION 1 -- LAST VERSION

✓ Exec Approval Started on 17/10/2017 by GSA Bangor - Approved on 17/10/2017 View History

#1: GSA Bangor Approved on 17/10/2017

⊗ Job Approval (HR, Planning, Fin RC) Started on 17/10/2017 by GSA Bangor View History

#1: Luke Jade Rejected on 17/10/2017

#2: Mundy (Plan) Kevin

#3: Parry (Fin-RC) Rhys

Re-submit for Approval

Forward

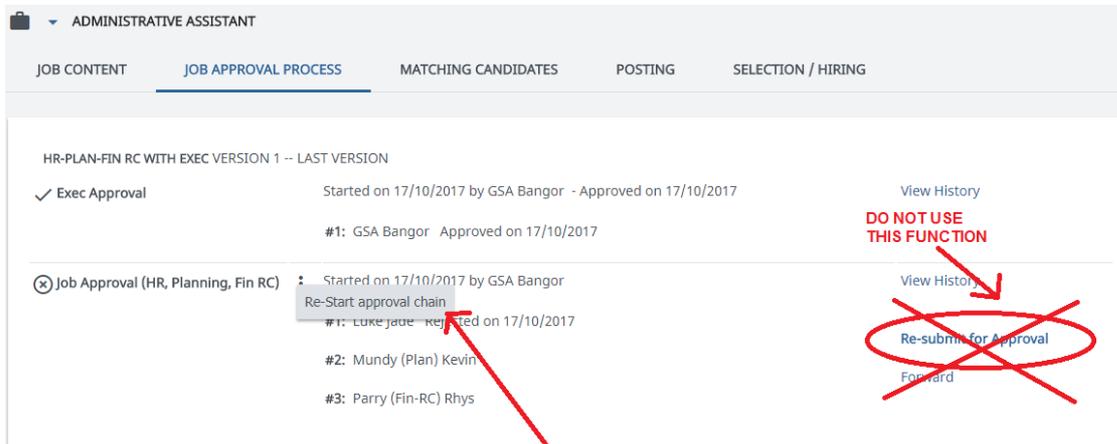
- You can view any messages that the approvers may have left you, with reasons for rejection by clicking **View History**, to the right of the approval step. A new window will open

JOB APPROVAL HISTORY
Job Opening Administrative Assistant

FILTER
Approval Step Job Approval (HR, Planning) ▾

DATE ▾	APPROVAL STEP	SENDER	RECIPIENT	ACTION	ADMINISTRATIVE COMMENTS
17/10/2017	Job Approval (HR, Planning, Fin RC)	Luke Jade	Luke Jade	Rejected	From the job description, this post should be grade 8 not grade 7. Please amend the job requisition to reflect this change and re-start the approval process
17/10/2017	Job Approval (HR, Planning, Fin RC)	GSA Bangor	Parry (Fin-RC) Rhys	Submitted	BU00807 - Cais am gymeradwyo swydd / Job Approval required : Administrative Assistant in Canolfan Brailsfor

- Here you have a full history of correspondence between yourself and the approval team
- After making the necessary changes, from the Job Approval Process tab, click  and then select **Re-Start Approval Chain***. A new window will appear



ADMINISTRATIVE ASSISTANT

JOB CONTENT **JOB APPROVAL PROCESS** MATCHING CANDIDATES POSTING SELECTION / HIRING

HR-PLAN-FIN RC WITH EXEC VERSION 1 -- LAST VERSION

✓ Exec Approval Started on 17/10/2017 by GSA Bangor - Approved on 17/10/2017

#1: GSA Bangor Approved on 17/10/2017 [View History](#)

⊗ Job Approval (HR, Planning, Fin RC) Started on 17/10/2017 by GSA Bangor

Re-Start approval chain

#1: Luke Jade Rejected on 17/10/2017 [View History](#)

#2: Mundy (Plan) Kevin

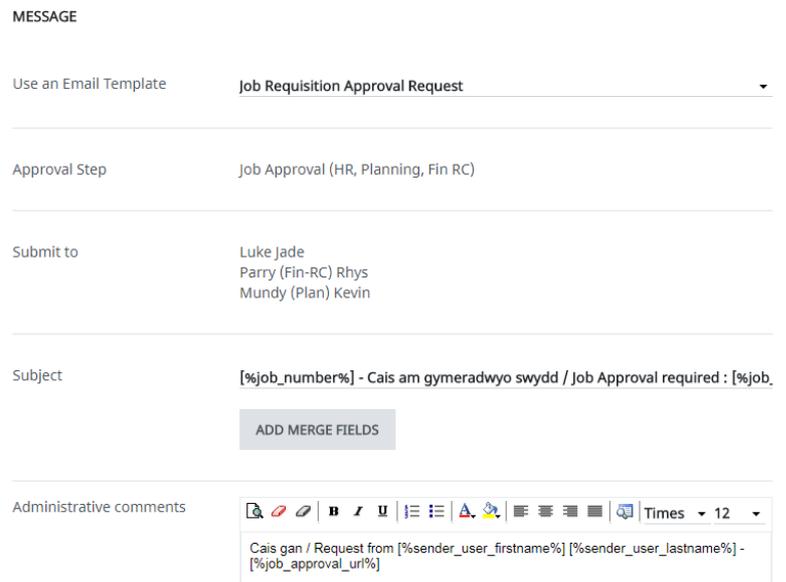
#3: Parry (Fin-RC) Rhys

~~Re-submit for Approval~~

~~Forward~~

DO NOT USE THIS FUNCTION

- Enter/edit the message (if required) and click **Send**



MESSAGE

Use an Email Template **Job Requisition Approval Request**

Approval Step Job Approval (HR, Planning, Fin RC)

Submit to Luke Jade
Parry (Fin-RC) Rhys
Mundy (Plan) Kevin

Subject [%job_number%] - Cais am gymeradwyo swydd / Job Approval required : [%job...

ADD MERGE FIELDS

Administrative comments

Cais gan / Request from [%sender_user_firstname%] [%sender_user_lastname%] - [%job_approval_url%]

- The original approvers are the receivers of this task

* The Re-submit for Approval link next to the rejection line will only send this back to you for approval. Therefore, you should not use this button