

An Approver's Guide to Approving or Rejecting Requisitions

As an approver, there are two ways that you can view requisitions in order to approve or reject these:

- Via eShare notification
- Via the Recruiting Centre

Let's first look at how to approve or reject requisitions via the e-share notification.

Via e-share notification

You will receive e-Share notifications via email, when a Hiring Manager has selected you to approve their requisition.

From this email, click **Respond**.

You will then be directed to the Recruiting Centre **'User Sign in'** page as shown below. Enter your username and password. Click the **Sign in** button.

When this screen appears, click on **Requisition Details** within the Requisition Information Summary box, to view the requisition.

The full requisition will be displayed as a PDF in a separate tab within your browser. Scroll down the page to read the full requisition request.

When you have reviewed the requisition, you can close the separate browser and return to the **Taleo e-share Centre**. Review any attachments as necessary.

To respond to the approval request, click to display the **drop down menu**. There are two options available, you can approve the requisition or you can reject the requisition.

Click here to view all approvers required for this requisition.

Tick this **checkbox** should you wish to receive an email with your decision. Your decision details will be logged against the requisition within the Recruiting Centre.

If you reject the request, please enter your reasons for doing so in the **comments box**. The Hiring Manager can then make any necessary changes to the requisition before re-sending this for approval.

If you have selected to approve the requisition, the system workflow will then send the requisition to the next approver or relevant resourcing team selected by the Hiring Manager when generating the requisition.

When you have made your choice, click **Done**.

Via the Recruiting Centre

When logged onto the Recruiting system [click to access the Recruiting Centre](#). Under the Tasks channel, there will be a subheading '**Tasks assigned to me**'

Click on this hyperlink to display all your pending tasks.

Normally, if you click the requisition title, you can view the requisition information:

However, as an approver you may get a warning message. This will be because you are not listed as a panel member on the requisition.

Instead, click on the task entitled '**Approve Requisition**'

This screen will be displayed. You can review the Requisition information tab to view the requisition details.

Review the requisition thoroughly. To review any attachments, click on the **Attachments** tab. When you have finished reviewing the requisition, you can approve or reject the requisition from the **summary card**.

Tick this checkbox should you wish to receive an email with your decision. Your decision details will be logged against the requisition within the Recruiting Centre.

Add a comment if necessary. The comments section is optional, however it is advised that you provide relevant details for the Hiring Manager when you are rejecting their requisition.

Click the **Done** button.

The **summary card** will be updated with the status now reflecting the your decision.