



Approving or Rejecting Requisitions

Approving a Requisition

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

Via eShare notification

You will receive eShare notifications via email when a Hiring Manager has selected you to approve their requisitions.

From this email, click **Respond**.

Dear Bronagh Manager with Approval;EA Recruiter;Hiring Manager01;Hiring Manager02,

Requisition Approval Request

Requisition Title: **Senior Clerical Officer**
Requisition ID: **20001102**
Requested by: **Hiring Manager**
Comments: **Please approve**

Please click "Respond..." to view more requisition details and respond to the approval request as soon as possible.

[Respond...](#)

Please do not reply to this email as replies to this message are undeliverable.

Yours sincerely,

EA Resourcing Team

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.

Done
Cancel

Requisition Approval Request

Requisition **20001102 – Senior Clerical Officer**
 Requested by **Hiring Manager**
 Comments **Please approve**

Please review the Requisition Information Summary and respond to the approval request as soon as possible.

In response to Hiring Manager's approval request:

I approve this requisition ▼

[Requisition approval path details](#)

Comments (required if you do not approve the requisition)

Send me an email with my decision

Done
Cancel

Requisition Information Summary

[Requisition Details](#)

20001102 – Senior Clerical Officer

| | | | |
|---------------------|-----------------------|--------------------------|-------------------------------|
| Recruiter | EA Recruiter | Recruiter Assistant | |
| Hiring Manager | Hiring Manager | Hiring Manager Assistant | |
| Number of Vacancies | 1 | Primary Location | Anytown Primary School |
| Target Start Date | 01-09-20 | | |
| Attachments | – | | |

NB: Any attachments added to a requisition by a Hiring Manager will be displayed here as a blue hyperlink which you can click on to open and review.

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

Senior Clerical Officer (20001102)

| | | |
|---|--|--|
| Status Pending | Recruiter Recruiter, EA | |
| Status Details To Be Approved | Hiring Manager Manager, Hiring | Primary Location Northern Ireland > Antrim > Belfast > Anytown Primary School |
| Requisition Type Professional | | |
| Hired Candidates 0 out of 1 | | |

Identification

Job Details

| | |
|---|----------------------------------|
| Job Title Senior Clerical Officer | Number of Vacancies 1 |
| Does this post involve regulated activity (i.e. require an AccessNI check?) Yes | |
| Function code 0000 | Cost centre code 12345 |
| Method of Recruitment (School based posts) External Advert | |

Structure

Organisation

Level 4 **SCHOOL MANAGEMENT**

Primary Location

Region **Northern Ireland**
 County **Antrim**
 Town/City **Belfast**
 Work Location **Anytown Primary School**

Job Field

Category **Administrative**
 Function **Admin - Schools Based**

Requisition Template **SCO-SCHOOLS-GENERIC - Senior Clerical Officer**

User Group

User Group

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

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

Done Cancel

Requisition Approval Request

Requisition **19000858 – Classroom Assistant (Additional Special Educational Needs)**
 Requested by **Manager 01**
 Comments **Please approve**

Please review the Requisition Information Summary and respond to the approval request as soon as possible.

In response to Manager 01's approval request:

I approve this requisition
I reject this requisition

Requisition approval path details

Comments (required if you do not approve the requisition)

Send me an email with my decision

Done Cancel

Requisition Information Summary

Requisition Details

19000858 – Classroom Assistant (Additional Special Educational Needs)

| | | | |
|---------------------|----------------------------------|--------------------------|-------------------------|
| Recruiter | Corporate Resourcing Team | Recruiter Assistant | – |
| Hiring Manager | Manager 01 | Hiring Manager Assistant | – |
| Number of Vacancies | 1 | Primary Location | Dundonald Office |
| Target Start Date | 02-03-20 | | |
| Attachments | – | | |

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 prior to 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/relevant resourcing team as selected by the Hiring Manager when generating the requisition.

When you have made your choice, click **Done**. The following screen will be displayed:

Confirmation

Your response has been received. The recruiting process can continue.

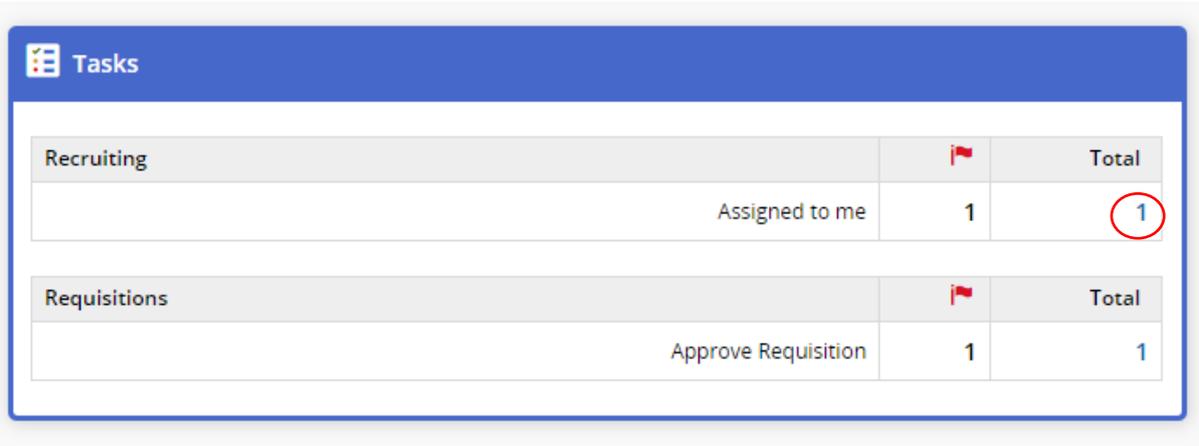
Thank you!

Exit

Via the Recruiting Centre

When logged onto the Recruiting system click to access the Recruiting Centre. Under the Tasks channel, there will be a heading 'Tasks assigned to me':

Click on this hyperlink to display all your pending tasks. The following screen will appear:



| Tasks | | |
|---------------------|---|-------|
| Recruiting |  | Total |
| Assigned to me | 1 | 1 |
| Requisitions |  | Total |
| Approve Requisition | 1 | 1 |

You are here > Dashboard > Tasks List ← Back to Center Stage

Filters ✓

Show tasks:

Assigned to me

Show only new or recently active

Task type:

All

Include completed tasks

Apply Filters Clear All

Tasks (1)

FILTERS Show tasks: Assigned to me Task type: All Clear All

| Task | Relates to | Priority | Task Status | Assignee | Latest Comments |
|---|------------------------------------|----------|-------------|------------------|-----------------|
|  Approve requisition | 20001102 - Senior Clerical Officer | Normal | In progress | Manager02 Hiring | |

Page 1 of 1 (1 of 1 items) ⏪ < 1 > ⏩

A red flag will display beside all new tasks.

Normally, if you click the task listed 'Approve Requisition', you can view the requisition information:

You are here > Dashboard > Tasks List ← Back to Center Stage

Filters ✓

Show tasks:

Assigned to me

Show only new or recently active

Task type:

All

Include completed tasks

Apply Filters Clear All

Tasks (1)

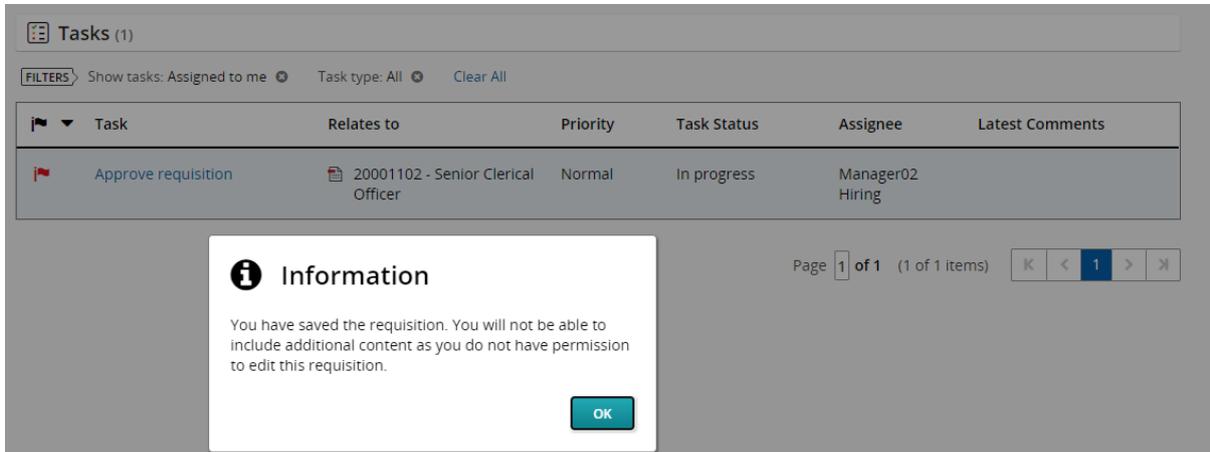
FILTERS Show tasks: Assigned to me Task type: All Clear All

| Task | Relates to | Priority | Task Status | Assignee | Latest Comments |
|---------------------|------------------------------------|----------|-------------|------------------|-----------------|
| Approve requisition | 20001102 - Senior Clerical Officer | Normal | In progress | Manager02 Hiring | |

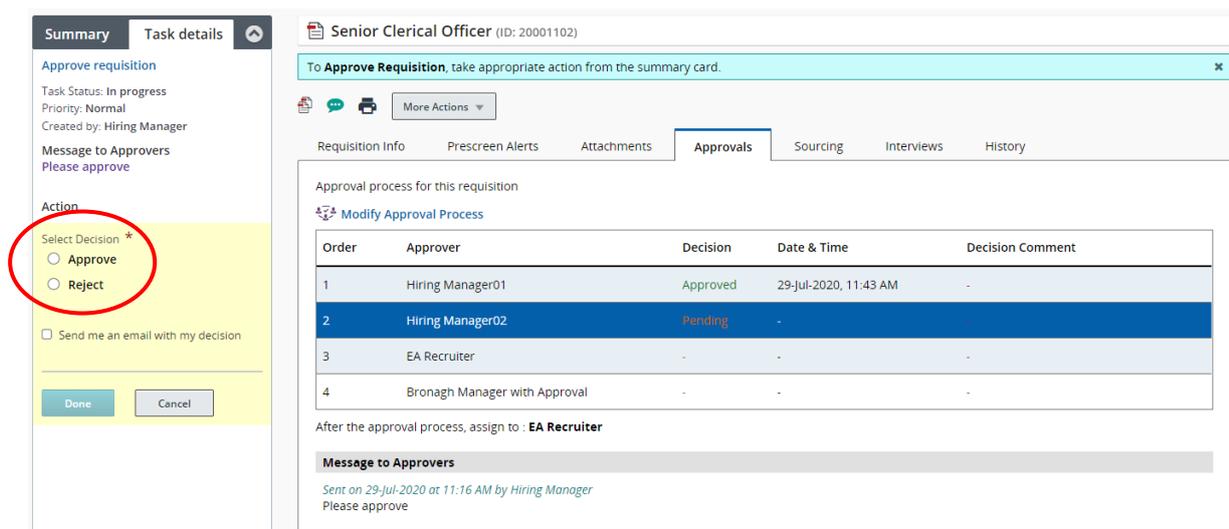
Page 1 of 1 (1 of 1 items) ⏪ < 1 > ⏩

Tip: Use the Quick Filters to speed up your search as necessary.

However, as an approver you may get the following 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':



To review the requisition thoroughly, click on the **Requisition Info** tab.

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.

In the event that the above screen does not appear you may need to locate the eShare requisition approval request email and approve the requisition via eShare.

Summary | **Task details** 

Approve requisition

Task Status: In progress
Priority: Normal
Created by: Hiring Manager

Message to Approvers
Please approve

Action

Select Decision *

Approve
 Reject

Decision comment

Characters remaining : 1000

Send me an email with my decision

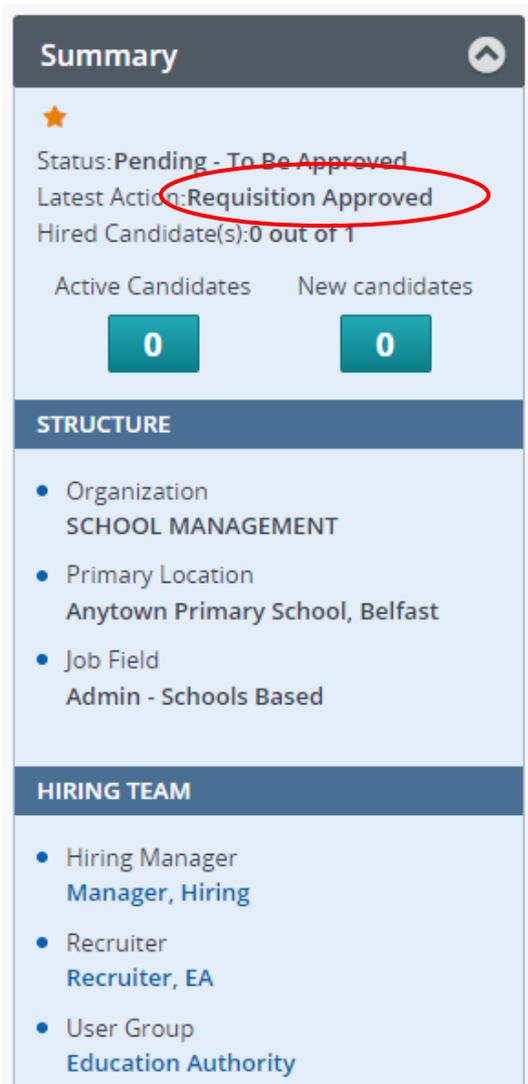
Done

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 as necessary. The comments section is optional, however, it is advised that you provide rational to the Hiring Manager when you are rejecting their requisition.

Click the **Done** button.

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



The screenshot shows a 'Summary' card with the following details:

- Status: Pending - ~~To Be Approved~~
- Latest Action: Requisition Approved (circled in red)
- Hired Candidate(s): 0 out of 1
- Active Candidates: 0
- New candidates: 0

STRUCTURE

- Organization: SCHOOL MANAGEMENT
- Primary Location: Anytown Primary School, Belfast
- Job Field: Admin - Schools Based

HIRING TEAM

- Hiring Manager: Manager, Hiring
- Recruiter: Recruiter, EA
- User Group: Education Authority

If you have selected to receive an email with your decision, you will receive the following:



Dear Hiring Manager 02

This email is to confirm that you have approved the requisition 20001102 - Senior Clerical Officer.

Yours sincerely,

EA Resourcing Team

Do not reply to this email as this is an automated notification.