



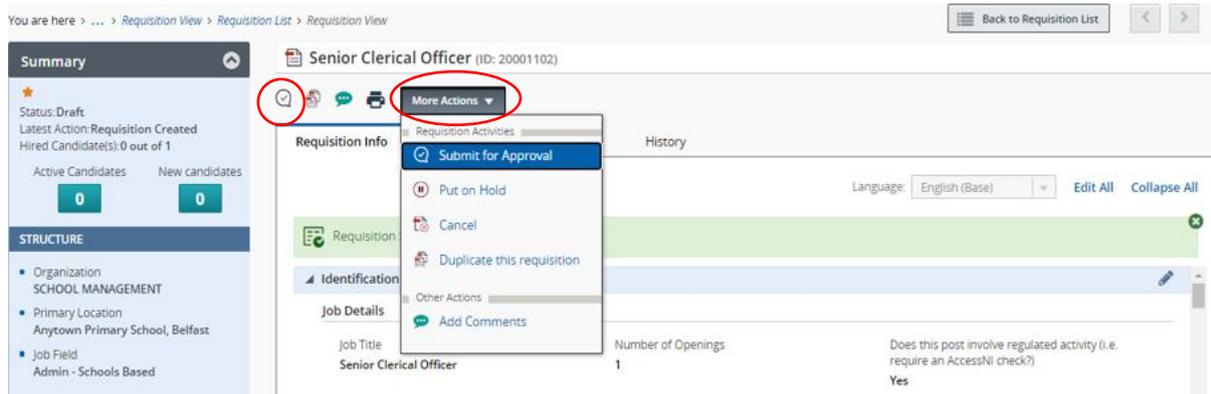
## Requesting Approval for a Requisition

## Requesting Requisition Approval

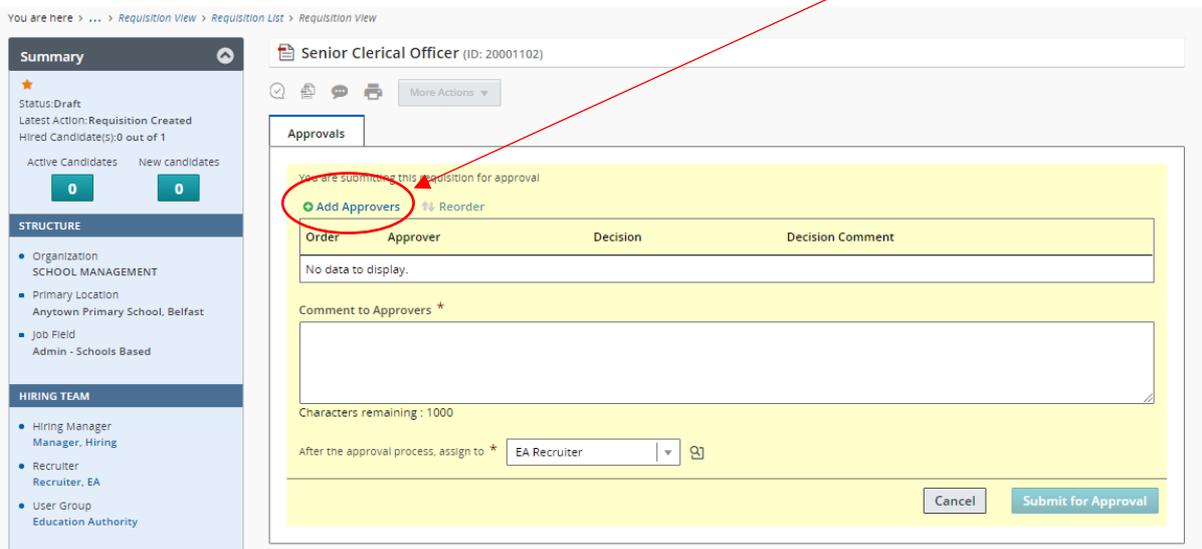
To send a Requisition Form for approval you must have drafted and saved the requisition.

There are 2 ways of doing this:

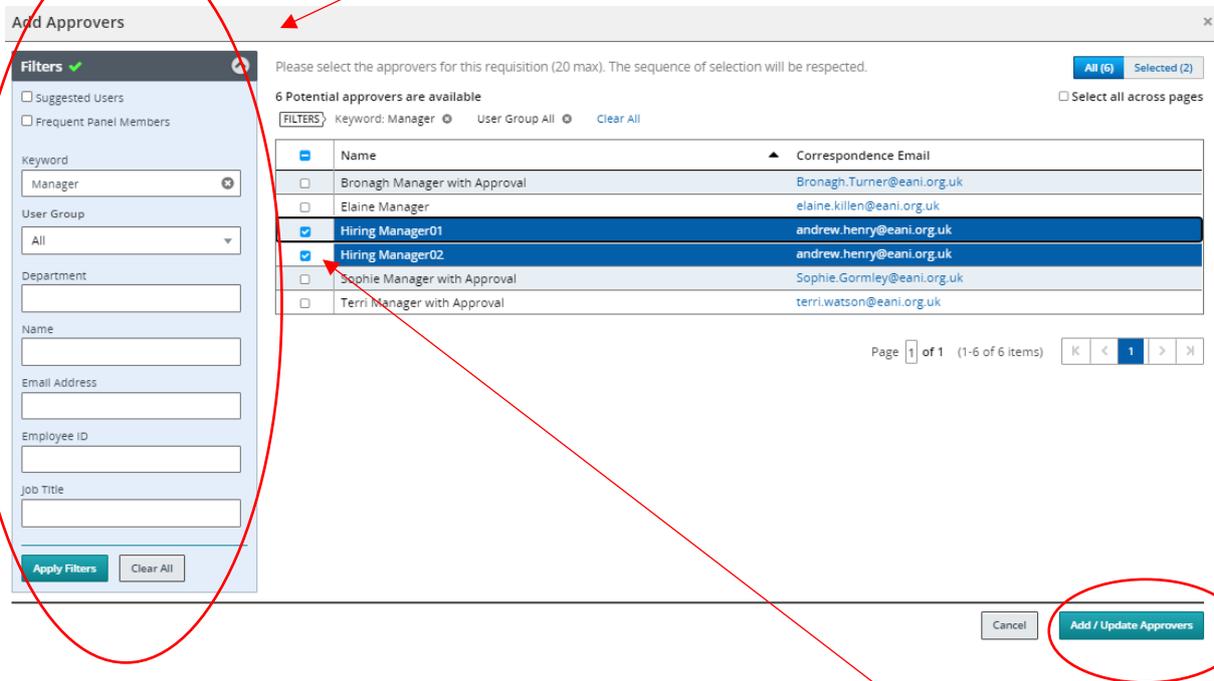
- 1) By clicking on this icon  along the top of the requisition or
- 2) From the drop down in the **More Actions** menu and then select **Submit for approval**



This approvals page is then displayed. To select your approver, click the **Add Approvers** link.



The user list is then displayed. You can use the filters to assist you with your search.



**Add Approvers**

Please select the approvers for this requisition (20 max). The sequence of selection will be respected. All (6) Selected (2)

6 Potential approvers are available Select all across pages

**FILTERS** Keyword: Manager User Group All Clear All

<input type="checkbox"/>	Name	Correspondence Email
<input type="checkbox"/>	Bronagh Manager with Approval	Bronagh.Turner@eani.org.uk
<input type="checkbox"/>	Elaine Manager	elaine.killen@eani.org.uk
<input checked="" type="checkbox"/>	Hiring Manager01	andrew.henry@eani.org.uk
<input checked="" type="checkbox"/>	Hiring Manager02	andrew.henry@eani.org.uk
<input type="checkbox"/>	Sophie Manager with Approval	Sophie.Gormley@eani.org.uk
<input type="checkbox"/>	Terri Manager with Approval	terri.watson@eani.org.uk

Page 1 of 1 (1-6 of 6 items) « < 1 > »

Cancel Add / Update Approvers

When you have identified the relevant approver(s) from the list, click the checkbox to the left of their name and then click **Add/Update Approvers**. NB. You can add up to 20 approvers to a requisition.

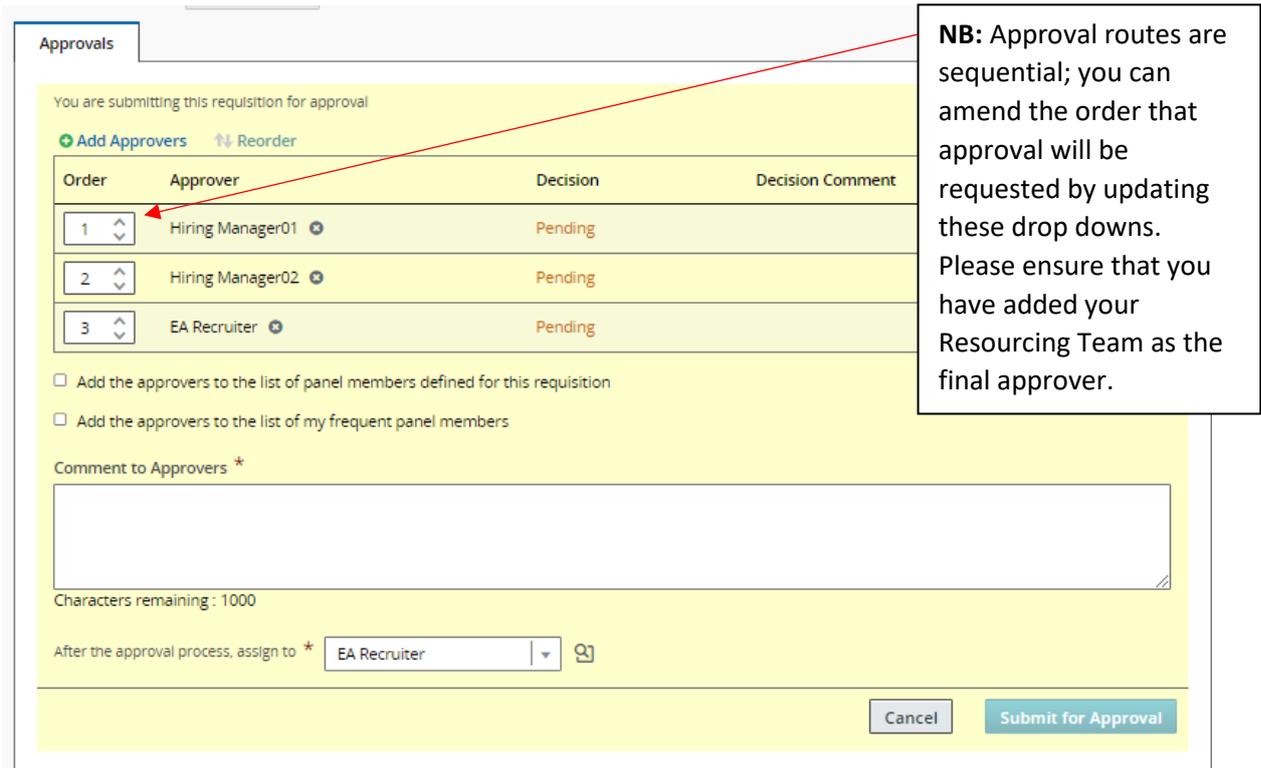
If you are unsure who your approver is, please refer to the relevant appendices.

[Appendix 1 – Approval Routes School Based SEN positions as of 29.6.20](#)

[Appendix 2 – Approval Routes Corporate positions as of 11.1.21](#)

When all relevant approvers have been added you can re-order the sequence to reflect the order that you require approval.

**Please ensure that you add your Resourcing Team as your approver or final approver. This will ensure that your recruiter receives an approval notification and can begin working on your advert. If you do not do this, there may be a delay in your advert being process.**



The screenshot shows the 'Approvals' section of a system. It features a table with columns for 'Order', 'Approver', 'Decision', and 'Decision Comment'. The table lists three approvers: Hiring Manager01 (Order 1), Hiring Manager02 (Order 2), and EA Recruiter (Order 3). All are in a 'Pending' state. Below the table are checkboxes for adding approvers to panel or frequent member lists, a text area for comments, and a dropdown to assign the final action to 'EA Recruiter'. A callout box on the right explains that approval routes are sequential and can be reordered using the table's drop-downs.

Order	Approver	Decision	Decision Comment
1	Hiring Manager01	Pending	
2	Hiring Manager02	Pending	
3	EA Recruiter	Pending	

**NB:** Approval routes are sequential; you can amend the order that approval will be requested by updating these drop downs. Please ensure that you have added your Resourcing Team as the final approver.

Approvals

You are submitting this requisition for approval

[Add Approvers](#) [Reorder](#)

Order	Approver	Decision	Decision Comment
1	Hiring Manager01	Pending	
2	Hiring Manager02	Pending	
3	EA Recruiter	Pending	

Add the approvers to the list of panel members defined for this requisition

Add the approvers to the list of my frequent panel members

Comment to Approvers \*

Characters remaining : 1000

After the approval process, assign to \* EA Recruiter

Verify that this field is also populated with the relevant Resourcing Team to whom the Requisition should be tasked to when approved (NB: localities are explained below):

*E.g.*

**South West Resourcing Team**

**North Resourcing Team**

**East Resourcing Team**

**Corporate Resourcing Team**

If no data is displayed in this field, use the selector button to assist you with populating this field.

**South West Resourcing Team**

*(For schools recruitment only)*

District Council Coverage Areas:
Fermanagh and Omagh
Mid Ulster
Armagh Banbridge Craigavon

**North Resourcing Team**

*(For schools recruitment only)*

District Council Coverage Areas:
Derry and Strabane
Causeway Coast and Glens
Mid and East Antrim
Antrim and Newtownabbey

**East Resourcing Team**

*(For schools recruitment only)*

District Council Coverage Areas:
Newry Mourne and Down
Ards and North Down
Lisburn and Castlereagh
Belfast

**Corporate Resourcing Team**

Responsible for all corporate recruitment.

Add a comment to your approver and click **submit for approval**.

🔍 📄 💬 🖨️
More Actions ▾

**Approvals**

You are submitting this requisition for approval

➕ Add Approvers    ↕ Reorder

Order	Approver	Decision	Decision Comment
1	Hiring Manager01	Pending	
2	Hiring Manager02	Pending	
3	EA Recruiter	Pending	

Add the approvers to the list of panel members defined for this requisition

Add the approvers to the list of my frequent panel members

Comment to Approvers \*

Please approve this requisition to replace Joe Bloggs who has resigned.

Characters remaining : 929

After the approval process, assign to \* EA Recruiter 📎

Cancel
Submit for Approval

You will return to the requisition where the Status in the summary card will be updated to **Pending – To be approved**.

**Summary**

★

Status: Pending - To Be Approved

Latest Action: Requisition Approval Requested

Hired Candidate(s): 0 out of 1

Active Candidates

0

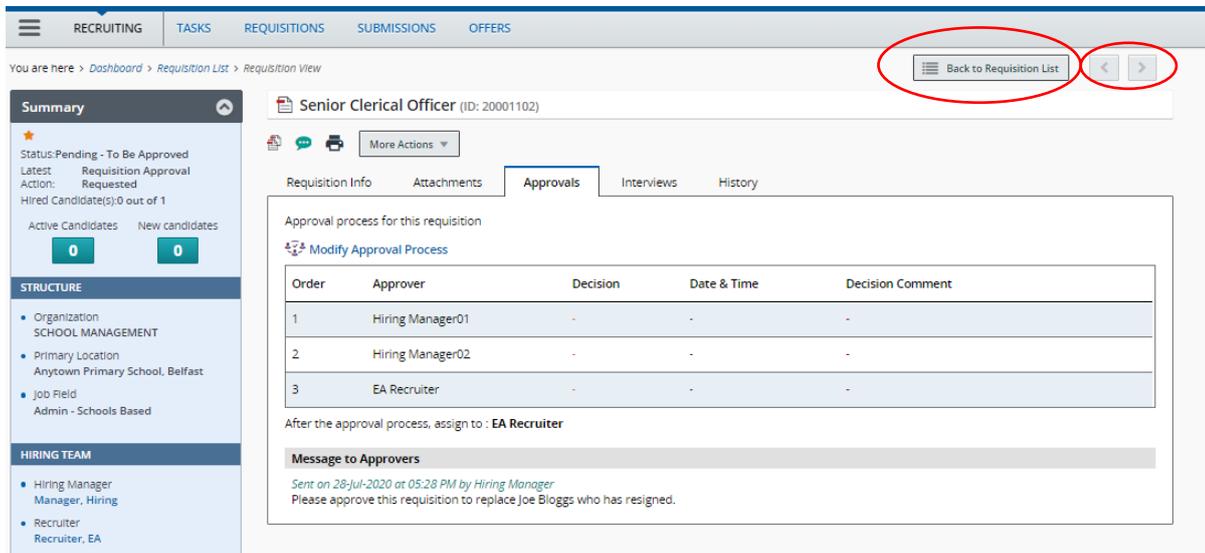
New candidates

0

**STRUCTURE**

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

To return to your requisition list, press the **back to requisition list button**. Alternatively, use the arrows to view other requisitions you own or assist with.



The screenshot shows the 'Senior Clerical Officer' requisition page. At the top right, there is a navigation bar with a 'Back to Requisition List' button and left/right arrows, both of which are circled in red. The main content area shows the requisition details, including a table of the approval process.

Order	Approver	Decision	Date & Time	Decision Comment
1	Hiring Manager01	-	-	-
2	Hiring Manager02	-	-	-
3	EA Recruiter	-	-	-

After the approval process, assign to: **EA Recruiter**

**Message to Approvers**  
 Sent on 28-Jul-2020 at 05:28 PM by Hiring Manager  
 Please approve this requisition to replace Joe Bloggs who has resigned.

Appendix 1 - School Based Approval Routes – SEN Positions as of 29.6.20

All Teaching and Non Teaching posts in Special Schools/Specialist Provisions attached to a mainstream school **must** be approved by the relevant Budgetary Support Officer within CYPS before the Recruiter can progress your requisition.

**Special Schools**

**Approval Route – Requisition raised by Hiring Manager (Principal)**

1 <sup>st</sup> Approver	Budgetary Support Officer – Children and Young People Services (CYPS)*
2 <sup>nd</sup> Approver	Your Locality Resourcing Team *

**Approval Route – Requisition raised by Hiring Manager Assistant (Principal’s nominee)**

1 <sup>st</sup> Approver	Principal
2 <sup>nd</sup> Approver	Budgetary Support Officer - Children and Young People Services (CYPS)*
3 <sup>rd</sup> Approver	Your Locality Resourcing Team *

**\*Budgetary Support Officer**

Schools	Named Officer
Cedar Lodge Clarawood Clifton Fleming Fulton Glenveagh Greenwood House Harberton	Killard Longstone Mitchell House Oakwood Park St Gerard’s Tor Bank <b>Catherine Hull</b>
Ardnashee Arvalee Brookfield Ceara Donard Kilronan Knockavoe	Lisanally Parkview Rathore Rossmar Sperrinview Willowbridge <b>Bernie Donnelly</b>
Ardmore Beechlawn Belfast Hospital Castle Tower Hillcroft Jordanstown Knockevin	Lakewood Riverside Roddensvale Rosstulla Sandelford Thornfield <b>Kelly-Anne Kirkpatrick</b>

### Specialist Provisions attached to mainstream schools

#### Approval Route – Requisition raised by Hiring Manager (Principal)

1 <sup>st</sup> Approver	Budgetary Support Officer (Children and Young People Services (CYPS) - <b>Mairead Teague</b>
2 <sup>nd</sup> Approver	Your Locality Resourcing Team *

#### Approval Route – Requisition raised by Hiring Manager Assistant (Principal’s nominee)

1 <sup>st</sup> Approver	Principal
2 <sup>nd</sup> Approver	Budgetary Support Officer Children and Young People Services (CYPS) - <b>Mairead Teague</b>
3 <sup>rd</sup> Approver	Your Locality Resourcing Team *

### Learning Support funded positions (SEN) in mainstream schools

**The provision letter must be attached to the requisition.**

#### Approval Route – Requisition raised by Hiring Manager (Principal)

1 <sup>st</sup> Approver	Your Locality Resourcing Team *
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#### Approval Route – Requisition raised by Hiring Manager Assistant (Principal’s nominee)

1 <sup>st</sup> Approver	Principal
2 <sup>nd</sup> Approver	Your Locality Resourcing Team *

### **\*Locality Resourcing Teams**

Resourcing Teams	Recruiter Name	District Council Coverage Areas:
<b>East Locality Resourcing Team</b>	East Resourcing Team	Newry Mourne and Down
		Ards and North Down
		Lisburn and Castlereagh
		Belfast
<b>South West Locality Resourcing Team</b>	South West Resourcing Team	Fermanagh and Omagh
		Mid Ulster
		Armagh Banbridge Craigavon
<b>North Locality Resourcing Team</b>	North Resourcing Team	Derry and Strabane
		Causeway Coast and Glens
		Mid and East Antrim
		Antrim and Newtownabbey

The approval routes detailed below will apply to corporate positions and agency staff

**The approval route for all front line service positions**

Front line services are defined as community based services providing operational delivery. If you are uncertain whether the post you are seeking to fill is core or front line, please contact your Business Support Manager.

1 <sup>st</sup> /2 <sup>nd</sup> Approver	Head of Service (Where nominated)*
	Director (New Post) or Assistant Director (Replacement Post)

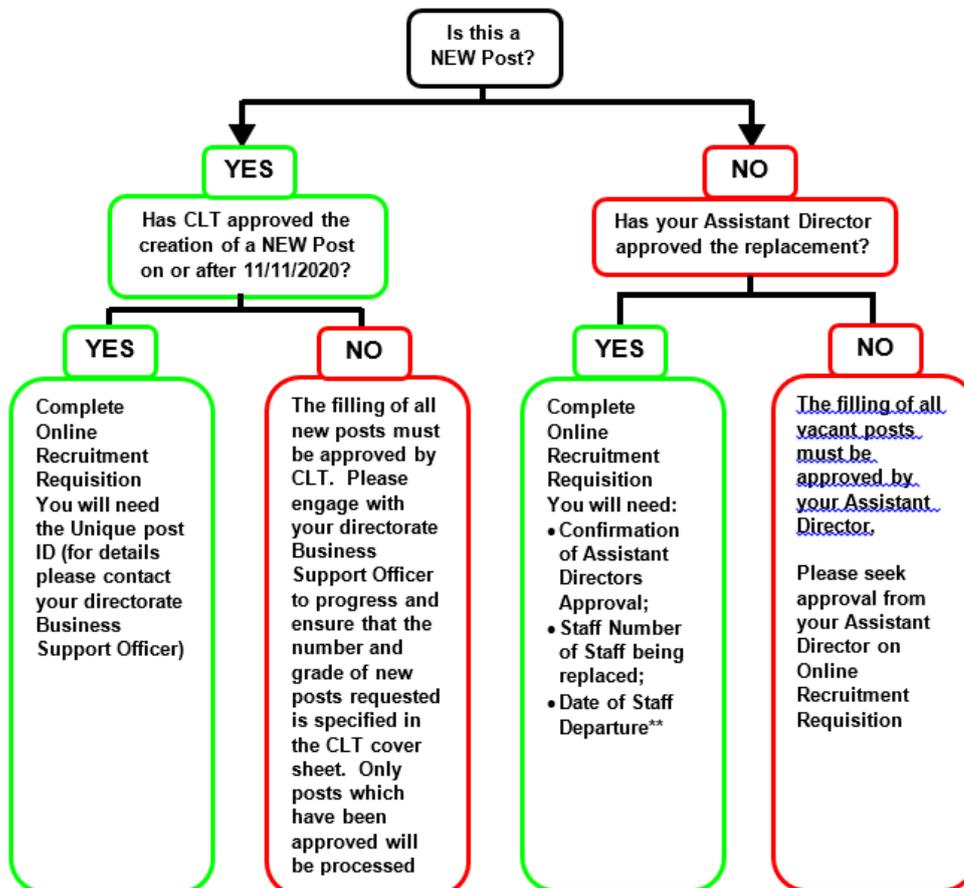
**The approval route for non front line service (HQ positions) must comply with the EA Protocol as detailed below:**

HQ services are defined as core services across all budget lines which support the delivery of front line services.

1 <sup>st</sup> /2 <sup>nd</sup> Approver	Head of Service (Where nominated)*
	Director (New Post) or Assistant Director (Replacement Post)

\* Heads of Service in the larger directorates/functional areas have been nominated and are required to be selected as the 1st approver.

**EA Protocol for the Filling of Temporary and Permanent HQ\* Posts**



## GUIDANCE NOTES:

The EA Recruitment protocol was endorsed by EA Corporate Leadership Team on 11 November 2020 and is a key component of financial grip and control within the EA Financial Recovery and Transformation strategy.

The protocol recognises that increases in headcount are a key cost driver across all EA services and it is designed to ensure that there is financial control over movements in headcount.

### The protocol applies:

- To **all headquarters budget holders** who wish to fill posts on either a temporary or permanent basis. HQ services are defined as core services across all budget lines which support the delivery of front line services.
- **Irrespective of the source of the funding** e.g. posts funded by core, ring-fenced and ear-marked funding streams (where there is an approved business case) are all within scope of the protocol.
- **Irrespective of the method of filling the post** e.g. internal trawl, acting-up, external recruitment or agency worker.
- **\*\*In respect of replacement posts**, where the date of departure precedes the recruitment by more than 12 months **vacancies will be treated as new posts and CLT approval will be required.**

### The protocol does not apply to:

- **Frontline service posts.** Front line services are defined as community based services providing operational delivery. If you are uncertain whether the post you are seeking to fill is core or front line, please contact your Business Support Manager.

It is the personal responsibility of all budget holders to ensure that they comply with the spirit of the recruitment protocol in filling posts.

Recruitment activity will be reported through the Directorate Accountability Forum and compliance with the protocol will be reviewed at regular intervals throughout the year.

Any financial queries on the implementation of the protocol should be addressed to your directorate Finance Business Partner. Any specific HR queries should be addressed to the Corporate Resourcing Team.

**Updated list of Directors as at January 2021**

<b>Education</b>	<b>Finance and ICT</b>	<b>Children and Young People Services</b>	<b>Operations &amp; Estates</b>	<b>Human Resources and Legal Services</b>
Michele Corkey	Seamus Wade	Una Turbitt	Dale Hanna	Clare Duffield

**Updated list of Assistant Directors as at January 2021**

<b>Education</b>	<b>Finance and ICT</b>	<b>Children and Young People Services</b>	<b>Operations &amp; Estates</b>	<b>Human Resources and Legal Services</b>
John Unsworth (Professional Learning & Shared Education Division)	Neil Craig (Interim) (Financial Services Division)	Arlene Kee (Youth Services Division)	Paul Crooks (Interim) (Facilities Management Division)	Robbie McGreevy (Corporate HR & Business Partnering Division)
Mark Baker (School Governance & Operations Division)	Sinead McCartan (Accounting and Reporting Division)	Pat Ward (Children & Young People Services)	Frances Meehan (Interim) (Admissions, Financial Support and Procurement Division)	Sara Mooney (HR Services Division)
Patricia Cooney (School Improvement Division)	Steven Baxter (ICT Division)	Cynthia Currie (Interim) (SEND Services Division)	Eve Bremner (Transport Division)	Peter O'Rawe (Legal Services)
Kim Scott (Regional Development Division)		Shauna Collinson (Interim) (Pupil Well-Being & Protection Division)	Roger Sayers (Infrastructure and Capital Development Division)	