Recruiting Solutions:
Approve Job Openings
HCM 9.0 Business Process Guide
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Introduction
The Approve Job Openings Business Process Guide will provide a high level overview of how to approve job openings in the Recruiting Module. You may approve the job opening, “push back” the job opening to prior levels of approval for revisions, or deny the job opening. You may also add notes that will be viewable to the other approvers.
Recruitment Workflow

DEPARTMENT ROLES

- Department/Designee Creates Requisition
- HR Liaison Reviews and Approves the Requisition
- Area VP Reviews and Approves the Requisition
- Budget Approves the Requisition
- HR Liaison Second Review of the Requisition
- Electronic Position Description is sent to HR
- Outside Advertisement requests are sent to HR for approval

HUMAN RESOURCES ROLE I

- Human Resources Approves and Opens the Recruitment
- Recruitment is Open (ready for applicants)
- Recruitment is closed (manually or electronically)

SCREENING COMMITTEE ROLE

- Screening Committee reviews the candidates and updates statuses
- Screening Committee conducts interviews and recommends candidate
- Area VP Approves recommended candidate

HUMAN RESOURCES II ROLE

- HR reviews finalist and makes the offer
- Applicant is made ready for Hire
- Recruitment/Position is filled
Email Request for Approval

Navigation: Campus Outlook e-mail account

Open the “Approval is Requested” email you received in your campus email account inbox

- Click on the hyperlink of the Job Opening

  Approval is Requested for Job Opening 1007 Asst./Assoc./Full Professor, Marketing
  From: Natalie Van Brik
  To: Natalie Van Brik
  Date:

  A Job Opening has been entered which requires your attention.
  Job Opening ID: 1007
  Posting Title: Asst./Assoc./Full Professor, Marketing

  To view this Job Opening, visit:

- If you are already signed in to PeopleSoft, you will be taken directly to Job Opening (proceed to “Approve Job” section of this document on page 3 of 4)

If you are not signed in to PeopleSoft prior to clicking the hyperlink in the email,

1. Go to MyCSUDH
2. Sign in to MyCSUDH using your network User ID and Password
3. Click on the Employee Tab

4. Click HR/SA Access, your taken to the menu page of PS
**Approve Job**

**Navigation:** Recruiting > Pending Approvals

In the menu on the left of the screen, navigate to the Pending Approvals screen

- Click on the Recruiting
- Click on Pending Approvals

In the Pending Approvals screen

- Click on blue hyperlink for the job opening you wish to approve, which will take you to the Job Opening screen
On the Job Opening page, review the Job Opening details at each of the following links:

- **Job Information** – Basic position information (campus information)
- **Screening** – Any screening questions associated with the Job Opening (Used to screen applicants in or out)
- **Position Descr** – Click on the blue hyperlink to view the job posting. (Internal and External Applicants view of the job posting)
- **Click the Approvals link to navigate to the Approvals page**
On the Job Opening Approval page, enter any comments and click one of the following buttons:

- **Approve** – Approves the Job Opening and sends email to next approver
- **Pushback** – Returns Job Opening to a previous approver without your approval. Include comments to explain what needs to be revised
- **Deny** – Denies approval for the Job Opening and stops it from continuing to the next approver