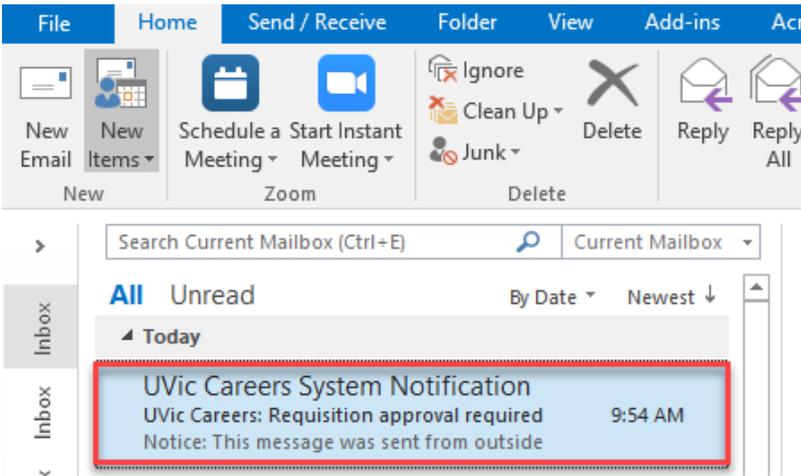
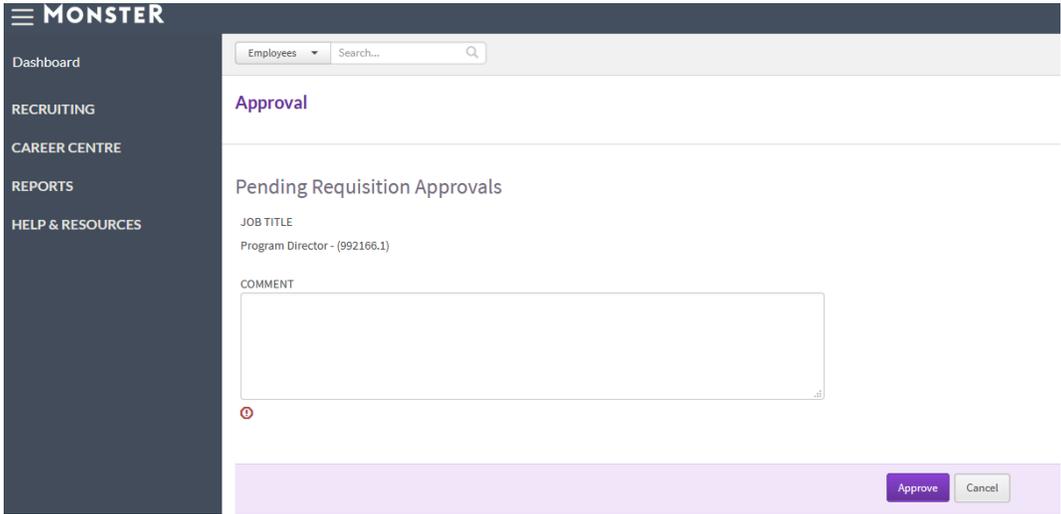


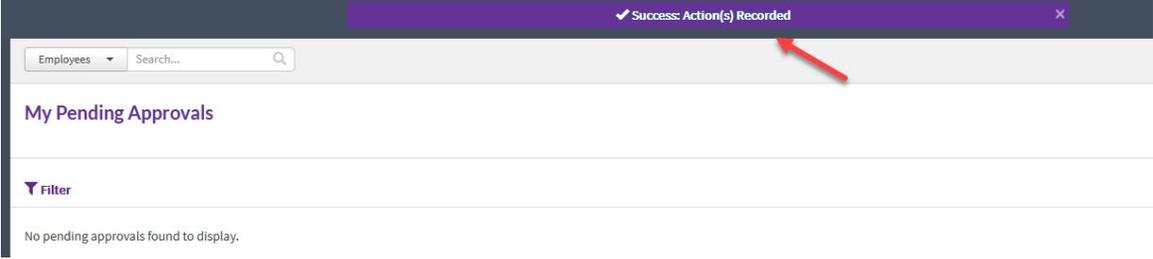
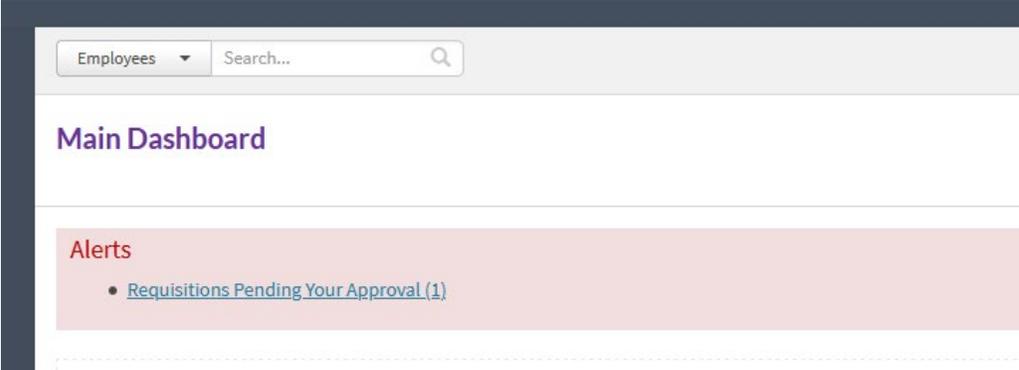
# REQUISITION APPROVALS

This quick guide describes key steps in approving a requisition. It also describes how to edit rejected requisitions and re-submit them for approval. Other resources are available at [www.uvic.ca/hr/services/home/hiring/](http://www.uvic.ca/hr/services/home/hiring/).

## Information for approvers

As an approver of a requisition, you will receive an automatic email notification from the UVic Careers system when the hiring administrator has completed the requisition. You have the option to approve/reject the requisition from your email, or log in to the UVic Careers system to view the requisition details.

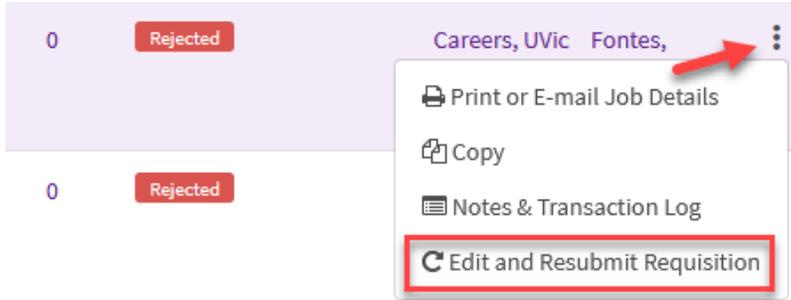
| # | INSTRUCTIONS  | SCREENSHOT  |
|---|---|---|
| 1 | <p>Open the System Notification in your email inbox.</p> <p>Click on the hyperlink found at the bottom of the email message</p>   |  <p>The screenshot shows the Microsoft Outlook interface. The ribbon at the top includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', and 'Add-ins'. The 'Home' tab is active, showing options like 'New Email', 'New Items', 'Schedule a Meeting', 'Start Instant Meeting', 'Clean Up', 'Delete', 'Reply', and 'Reply All'. Below the ribbon is a search bar for the 'Current Mailbox' and a list of folders including 'Inbox'. The 'Inbox' folder is selected, showing a list of emails. One email is highlighted with a red border: 'UVic Careers System Notification' with the subject 'UVic Careers: Requisition approval required' and the time '9:54 AM'. Below the email list, there is a text block: 'Use these links to approve or reject the requisition directly from this email: <a href="#">Approve</a> OR <a href="#">Reject</a>. Alternatively, log in to <a href="#">the UVic Careers system</a> and view the requisition via the pending approvals alert at the top of the screen.' At the bottom of this text block, it says 'UVic Careers'.</p> |
| 2 | <p>The UVic Careers Approval or Rejection screen will appear.</p> <p>Select the Approve (or Reject) button. Comments are required if you are rejecting a requisition.</p> |  <p>The screenshot shows the 'MONSTER' web application interface. On the left is a dark sidebar with navigation links: 'Dashboard', 'RECRUITING', 'CAREER CENTRE', 'REPORTS', and 'HELP &amp; RESOURCES'. The main content area is titled 'Approval' and shows 'Pending Requisition Approvals'. Below this, there is a section for 'JOB TITLE' with the value 'Program Director - (992166.1)'. There is a 'COMMENT' field with a text input area. At the bottom right of the main content area, there are two buttons: 'Approve' (in purple) and 'Cancel' (in grey).</p>  |

| #   | INSTRUCTIONS   | SCREENSHOT  |
|---|--|---|
| 3   | A Success message will appear at the top of the screen.  |   |
| <p>Approving from UVic Careers system</p> |  |   |
| 1   | <p>Sign in to the UVic Careers website from MyPage or <a href="https://uvic.mua.hrd.eapartment.com/">https://uvic.mua.hrd.eapartment.com/</a>.</p> | <div data-bbox="456 688 589 743"> <h2>Log in</h2> </div> <div data-bbox="456 787 709 825"> <h3>First Time User ?</h3> </div> <ul data-bbox="456 844 971 1031" style="list-style-type: none"> <li>▪ Submit a Résumé/CV Profile before applying</li> <li>▪ Maintain an up-to-date Résumé/CV</li> <li>▪ Create job search agents that will do the searching for you</li> <li>▪ ...and much more</li> </ul> <div data-bbox="456 1066 989 1117" style="background-color: #0056b3; color: white; padding: 5px; text-align: center;"> <p>Create new account if you are not a current UVic employee</p> </div> <div data-bbox="1015 787 1247 825"> <h3>Returning User</h3> </div> <div data-bbox="1015 844 1382 873"> <h4>Current UVic Employee Login</h4> </div> <p data-bbox="1015 894 1516 995">If you are a current UVic employee, click on the blue button below and sign in using your NetLink ID. Please contact <a href="mailto:uviccareers@uvic.ca">uviccareers@uvic.ca</a> if you have problems logging into your account.</p> <div data-bbox="1015 1031 1179 1060" style="background-color: #0056b3; color: white; padding: 5px; text-align: center;"> <p>Sign in to UVic</p> </div> <div data-bbox="1015 1073 1284 1102"> <h4>Non UVic Employee Login</h4> </div> <p data-bbox="1015 1121 1542 1194">If you are not currently a UVic employee, but you have already created a UVic Careers account, log in using your email address.</p> <div data-bbox="1032 1230 1503 1310"> <p>User email <input type="text"/></p> <p>Password <input type="password"/></p> </div> |
| 2   | <p>Choose the Requisitions Pending Your Approval alert on the Main Dashboard screen.</p>   |   |

| # | INSTRUCTIONS   | SCREENSHOT |
|---|--|------------|
|   | Alternatively, choose recruiting tab > Approvals   |            |
| 3 | From the My Pending Approvals page, in the Actions column choose the green "Approve" or red "Reject" buttons. Alternatively, check the box in the column on the far left next to the applicable requisition(s). Then use the Approve/Reject buttons at the bottom and choose Submit. |            |
| 4 | The Approval or Rejection screen will appear. Select the Approve (or Reject) button. Comments are required if you are rejecting a requisition.   |            |

Once you have approved a requisition, the next approver in the approval chain will receive an email notification requesting his or her approval.

If you reject a requisition, the hiring administrator will receive a notification that it has been rejected. The hiring administrator can log in and edit and resubmit the requisition here:



After revision, you will again receive a notification that the requisition is ready for approval.