# 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.

## Approving from email

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Screenshot</th>
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</thead>
</table>
| 1    | Open the System Notification in your email inbox. Approve or reject the requisition directly from your email using the **Approve** or **Reject** hyperlinks. | ![System notification email](image1.png)  
**Approve/Reject links at bottom of email message:**

*Use these links to approve or reject the requisition directly from this email. **Approve** or **Reject**. Alternatively, log in to UVic Careers and view the requisition via the pending approvals alert at the top of the screen.* |
| 2    | The UVic Careers Approval or Rejection screen will appear. Select the Approve (or Reject) button. Comments are required if you are rejecting a requisition. | ![Approval](image2.png)  
**Approval**

**Pending Requisition Approvals**

- **Job Title:** Academic Adviser - (993413)
- **Comment:**

  ![Comment field](image3.png)

  ![Approve, Cancel buttons](image4.png) |
### Approving from UVic Careers system

<table>
<thead>
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<th>Step</th>
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<tbody>
<tr>
<td>1</td>
<td>Sign in to the UVic Careers website from MyPage or <a href="https://uvic.mua.hr">https://uvic.mua.hr</a> department.com/</td>
<td><img src="https://example.com/screenshot1.png" alt="Screenshot" /></td>
</tr>
</tbody>
</table>

**Returning User**

- **Sign in using your NetLink ID**
  - If you are already a UVic community member, sign in using your NetLink ID.
  - ![Sign in to UVic](https://example.com/screenshot2.png)

- **Log in using your email address**
  - If don’t have a NetLink ID, but you have already created a UVic Careers account, log in using your email address.
  - ![User email](https://example.com/screenshot3.png)
  - ![Password](https://example.com/screenshot4.png)
  - ![Login](https://example.com/screenshot5.png)

**UVic Employees:** Click this button to login using your Netlink ID and password.

**Do not use the user email and password fields.**
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<td>2</td>
<td>Choose the <em>Requisitions Pending Your Approval</em> alert on the <em>Main Dashboard</em> screen. Alternatively, choose the <strong>User</strong> tab &gt; <strong>Approvals</strong> &gt; <strong>Pending Approvals</strong>.</td>
<td><img src="image1" alt="Alert in Main Dashboard" /> <img src="image2" alt="User &gt; Approvals &gt; Pending Approvals" /></td>
</tr>
<tr>
<td>3</td>
<td>From the <strong>My Pending Approvals</strong> 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 <strong>Submit</strong>.</td>
<td><img src="image3" alt="My Pending Approvals" /></td>
</tr>
</tbody>
</table>
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. After revision, you will again receive a notification that the requisition is ready for approval.
Information for hiring administrators

- Hiring administrators will receive a system notification email when each approval/rejection is processed. The email will include any comments from the approvers.

The UVic Careers system will automatically move the requisition to the next person in the approval chain. Once all approvals are processed, Human Resources will post the job on the external UVic Careers website. Hiring administrators will also receive a system notification email when the posting occurs.

- To edit a rejected requisition and re-submit it for approval, choose the Jobs tab > Manage Requisitions > More Options icon 📚. Select Edit and Resubmit Requisition from the drop-down list.

- To view comments and approval history within the UVic Careers system, choose the Jobs tab > Manage Requisitions and click the hyperlinked job title. From the Requisition Details screen, scroll to the bottom where time-stamped approver activity and comments are listed.