As an Approver, What’s My Role in Posting a Job Requisition?

This instruction guide supports the content found in the required course UF_PST098_OLT Careers at UF and is targeted to those serving as Approvers in Careers at UF and who possess the security roles of UF_N_JRQ Department Req App.

After a job requisition has been created and submitted for approval, those with the Approver role will need to review, and approve or decline the requisition. If approved, the requisition will move to the Core HR level for final approval. If declined, the requisition will return to the Originator for review and correction.

If the Approver has created the requisition, he or she will not also “approve” it. Approval will be completed at the Core HR level.

Navigation:

1. Access my.ufl.edu
2. Navigate to Main Menu > UF Departmental Administration > Job Requisitions
   OR
1. Click the View requisition link in the email notification received
Accessing Requisitions Pending Approval:

1. On your Page Up Menu, click on the **My Job Approvals** link
2. Click the **View** link of the desired job to review from the Manage approvals page
3. Review all tab information, but especially focus on the **Position Info** tab for accuracy

**NOTE:** Another way of accessing requisitions pending approval is to use the **Quick Search** field on the Dashboard.

   a. Type in relevant job requisition search terms, such as job #, job title, etc.
   b. Click the **Edit** icon of the displayed job requisition
   c. Review all tab information, but especially focus on the **Position Info** tab for accuracy
Approving Requisitions:

1. If all information is correct, click the **Approve** button to submit the requisition to Core HR for final approval and sourcing

2. Review any additional waiting requisitions and approve/decline as needed

3. Select Home from the Main Menu to return to the Dashboard

Declining Requisitions:

In certain cases, you may find errors or information that needs updating/editing on the submitted requisition. In this case, you can choose to decline the requisition. This action will return to the requisition to the Originator for correction.

1. Complete the Navigation and Accessing Requisitions Pending Approval steps above

2. Click the **Decline** button
3. Select the reason why the job has been declined for the drop down field
4. Add any additional comments
5. Click the **Save** button

6. Notice the message that appears at the top of the Manage approvals screen. Once the job is declined, it will disappear from the Manage approvals section.
7. Select Home from the Main Menu to return to the Dashboard

**Additional Help**


For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.