

## Approving and Declining 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 Appr.**

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.

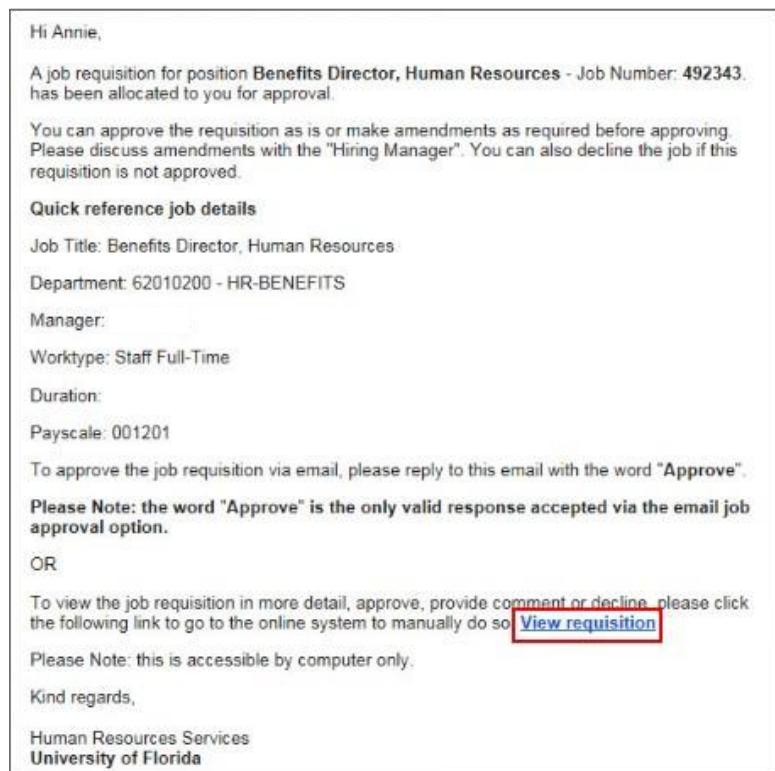
If the Approver has created the requisition, they will not also "approve" it. Approval will be completed at the Core HR level.

### Navigation:

1. From myUFL, navigate to **NavBar > Main Menu > Human Resources > UF Departmental Administration > Job Requisitions.**

OR

3. Click the **View Requisition** link in the email notification received.



## Accessing Requisitions Pending Approval:

1. On your PageUp menu, click on the **My Job Approvals** link.
2. Click the **View** link of the desired job from the Manage Approvals page.

The screenshot shows the PageUp menu on the left with 'My job approvals' highlighted. The main content area displays the 'Manage approvals' page. A notification states: 'The job 'Employee Relations Spec I' has been approved.' Below this is a table of requisitions:

Date raised	Job No.	Job title	Hiring Manager	New	Replacement	Job status	
Nov 15, 2019	507478	AST DIR, Human Resources	HR3 Originator	1	0	Pending approval	<a href="#">View</a>
Nov 15, 2019	507479	AST DIR, Human Resources	HR3 Originator	1	0	Pending approval	<a href="#">View</a>
Dec 7, 2019	512995	Faculty Relations Coordinator	Alberta Gator	1	0	Pending approval	<a href="#">View</a>

3. Review all tab information, but especially focus on the **Position Info** tab for accuracy.

The screenshot shows the 'Position info' tab selected. Below the tabs, there is a text box for 'Classification Title:\*' with the value 'AST DIR, Human Resources'.

## Approving Requisitions:

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

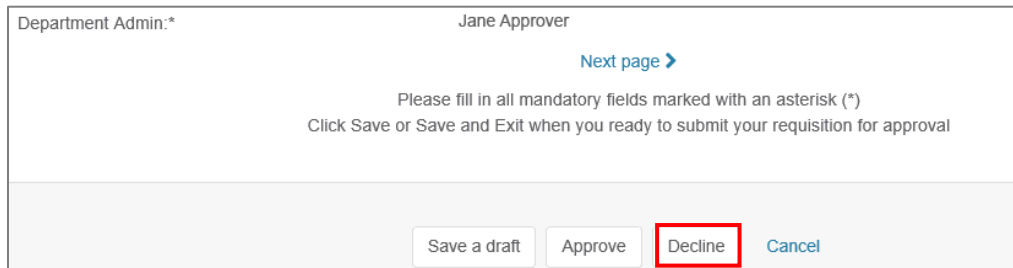
The screenshot shows the approval form with the 'Approve' button highlighted. The form includes a 'Department Admin.\*' field, a 'Jane Approver' field, and a 'Next page >' link. Below the form, there is a message: 'Please fill in all mandatory fields marked with an asterisk (\*)' and 'Click Save or Save and Exit when you ready to submit your requisition for approval'. At the bottom, there are buttons for 'Save a draft', 'Approve', 'Decline', and 'Cancel'.

2. Review any additional waiting requisitions and approve/decline as needed.
3. Select the **PageUp 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 **Decline**.



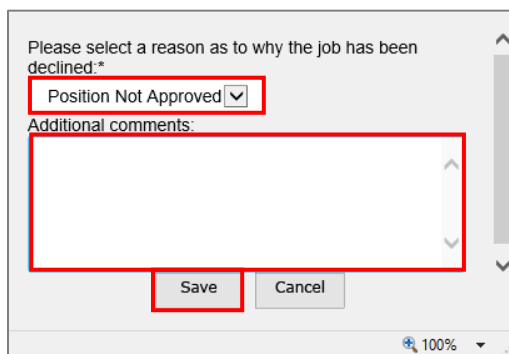
Department Admin:\* Jane Approver

[Next page >](#)

Please fill in all mandatory fields marked with an asterisk (\*)  
Click Save or Save and Exit when you ready to submit your requisition for approval

Save a draft Approve **Decline** Cancel

1. Select the reason why the jobs has been declined for the drop down field
2. Add any additional comments
3. Click the **Save** button



Please select a reason as to why the job has been declined:\*

Position Not Approved ▾

Additional comments:

Save Cancel

100%

4. Notice that the requisition now appears as "**Declined**" in the Manage Approvals screen.

Manage approvals

Approval status

All

Date raised	Job No.	Job title	Hiring Manager	New	Replacement	Job status ▲	
Nov 15, 2019	507478	AST DIR, Human Resources	HR3 Originator	1	0	Approved	<a href="#">View</a>
Nov 15, 2019	507479	AST DIR, Human Resources	HR3 Originator	1	0	Declined	<a href="#">View</a>
Dec 7, 2019	512995	Faculty Resources Coordinator	Alberta Gator	1	0	Pending approval	<a href="#">View</a>

5. Select the **PageUp menu** to return to the Dashboard.

### Additional Help

Further resources are available in the [Careers at UF toolkit](#).

For help with technical issues, contact the UF Help Desk at 352-392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).