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.

Hi Annie,

A job requisition for position Benefits Director, Human Resources - Job Number: 492343, has been allocated to you for approval.

You can approve the requisition as is or make amendments as required before approving. Please discuss amendments with the “Hiring Manager”. You can also decline the job if this requisition is not approved.

Quick reference job details
Job Title: Benefits Director, Human Resources
Department: E2010200 - HR BENEFITS
Manager: Wocrytie: Staff Full-Time
Duration: Payscale: 001201
To approve the job requisition via email, please reply to this email with the word “Approve”.

Please Note: the word “Approve” is the only valid response accepted via the email job approval option.

OR

To view the job requisition in more detail, approve, provide comment or decline, please click the following link to go to the online system to manually do so View requisition

Please Note: this is accessible by computer only.

Kind regards,
Human Resources Services
University of Florida
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.

3. 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 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**.

   ![Decline Requisition Button](image)

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

   ![Decline Reason Selection](image)

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