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.
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](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

![Select Reason](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 at [https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits](https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits).

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