Approver’s Reference Guide

Approving a job

Users will receive an email notifying them to review and approve/decline a job. This email will have instructions on how to approve the job; you can do this either by replying to the email with the word Approve or you can login and do this from the Dashboard. From your Home page, you can access these jobs by clicking the Approvals link in the dropdown menu or you will see a notification in your Bubble View. Click View next to the job you are approving and review the details.

Hi Robert,

A position description Procurement Specialist-P TAC - Position Description Number 1859 has been submitted for your approval.

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

To view the position description in more detail, approve, provide comments or decline, please click the following link to go to the online system to manually do so:

View Position Description

Please Note: this is accessible by computer only.

OR

To approve the position description 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 position description approval option.

Thank you

University of Massachusetts Human Resources Office
You can click through the tabs of the position description or requisition to view attached documents and notes, if any. You can also look at History and Revision at the top of the page to see if any changes were made throughout the approval process.

If you scroll down to the bottom of the position information tab of the requisition, you will see approve and decline buttons. You will see your name as well as the names of the remaining approvers. Click Approve.

Any OPEN job that you Approve, you will later be able to find that job within your Bubble View.
Declining a job

Select Approvals on the drop down menu again. Click View next to the job you are declining and scroll down to the bottom of the page. Click Decline. A pop-up requesting a reason for your decline will be displayed – this is mandatory. Save.
### Manage approvals

<table>
<thead>
<tr>
<th>Date raised</th>
<th>Job No.</th>
<th>Job title</th>
<th>Hiring Manager</th>
<th>New</th>
<th>Replacement</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 Jun 2018</td>
<td>492732</td>
<td>Recruiter</td>
<td>Jane Doe</td>
<td>0</td>
<td>0</td>
<td>View</td>
</tr>
<tr>
<td>21 Jun 2018</td>
<td>492734</td>
<td>Systems Administrator</td>
<td>Ben Gordon</td>
<td></td>
<td></td>
<td>View</td>
</tr>
</tbody>
</table>

### Approval process:

1. Jane Doe ③ You are here
   - Resend email to approver
   - Update PD
   - Cancel

Please select a reason as to why the job has been declined:
- Select
- Other
- Search Committee Not Approved
- Missing Attachments
- Needs VIF Approval
- Incorrect Approval Level
- Deferred
- Lack of Funds
- Incomplete
- Incorrect Data
- On Hold
- Search Cancelled