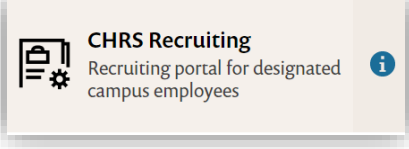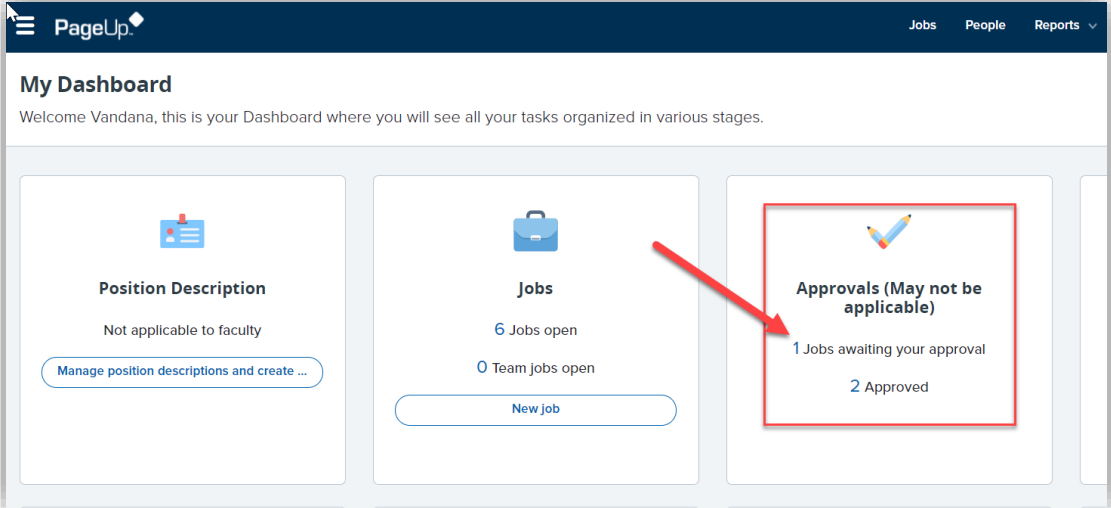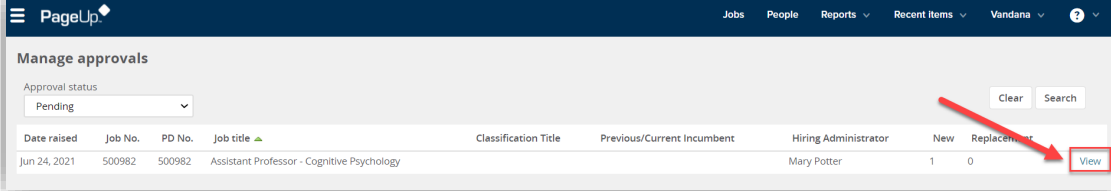# Faculty – Job Approvals
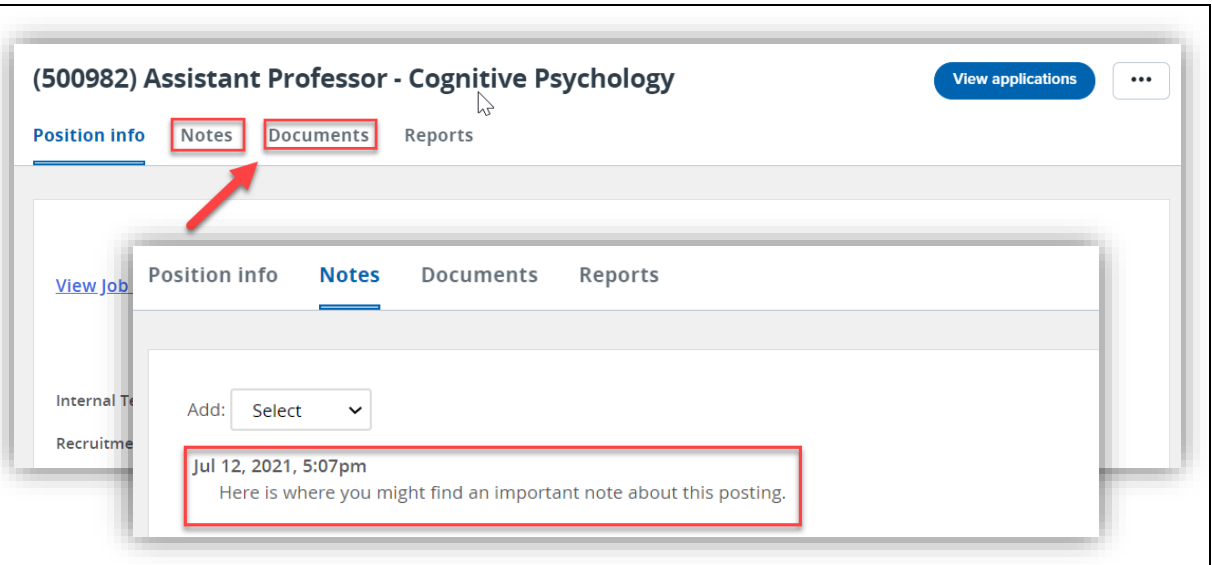
Quick Reference Guide

This reference guide covers the review and approval (or decline) of a job requisition

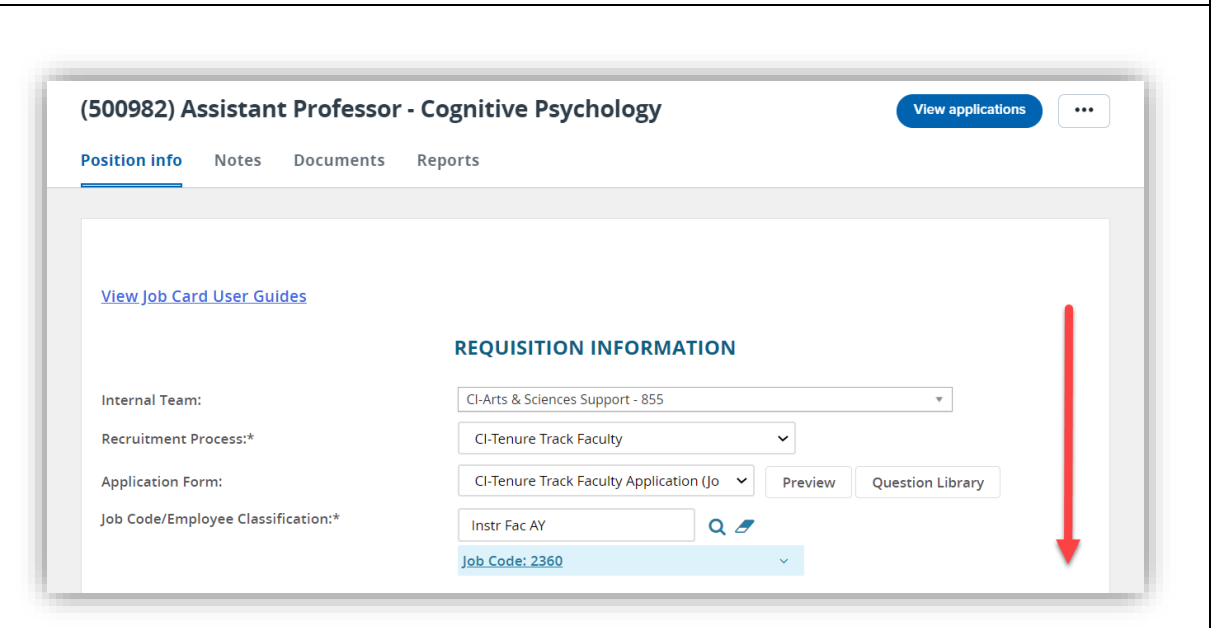in CHRS Recruiting by a User with the HM Dashboard.

✦ Turn off the pop-up blocker in your browser before you begin.

How to login:	From the **myCI** page, click on **CHRS Recruiting** Recruiting portal for designated campus employees

Search Committee Review	
From the Dashboard, click on the **Jobs awaiting your approval** link	
Click on the **View** link next the job you wish to review	

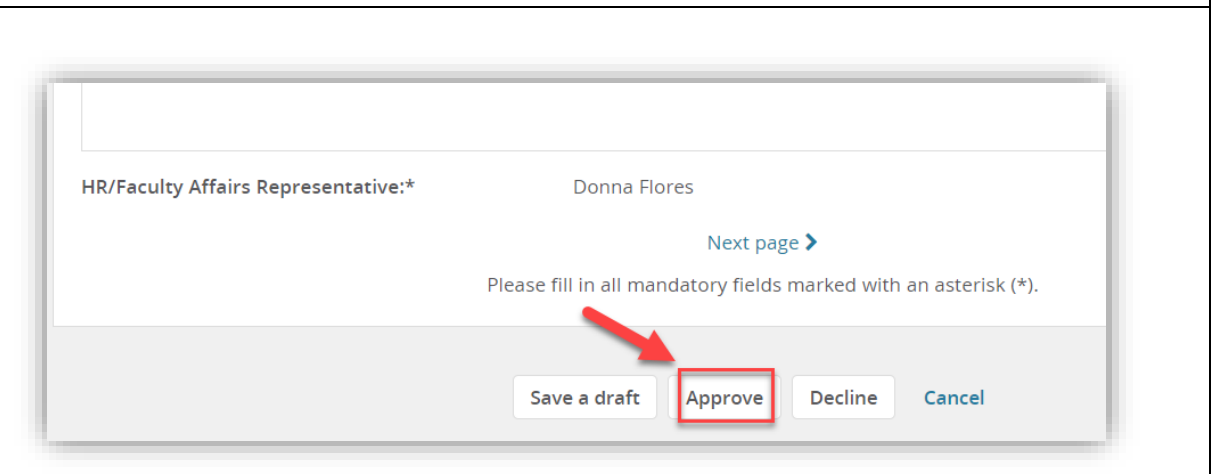|	
Approvers may want to review the **Notes** and/or **Documents** tabs for supporting information before approving	**(500982) Assistant Professor - Cognitive Psychology** View applications ... Position info Notes Documents Reports Position info Notes Documents Reports Add: Select Jul 12, 2021, 5:07pm Here is where you might find an important note about this posting.
Use the **scroll bar** or your down arrow to review the job card fields.	**(500982) Assistant Professor - Cognitive Psychology** View applications ... Position info Notes Documents Reports View Job Card User Guides **REQUISITION INFORMATION** Internal Team: CI-Arts & Sciences Support - 855 Recruitment Process:* CI-Tenure Track Faculty Application Form:* CI-Tenure Track Faculty Application (Jo Preview Question Library Job Code/Employee Classification:* Instr Fac AY Job Code: 2360
Both the Resume and Application will be displayed in a pop-up window	HR/Faculty Affairs Representative:* Donna Flores Next page > Please fill in all mandatory fields marked with an asterisk (*). Save a draft Approve Decline Cancel

Once approved, the job will either move to the next approver or move into an Approved status, triggering a confirmation email to both the HR Rep and Hiring Manager.