

CSU Channel Islands CHRS Recruiting Guide Series - Job Card Approval

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Job Card Approval

Introduction

Approval processes are linear; each approver receives a request for approval after the previous approver has approved.

Process Overview

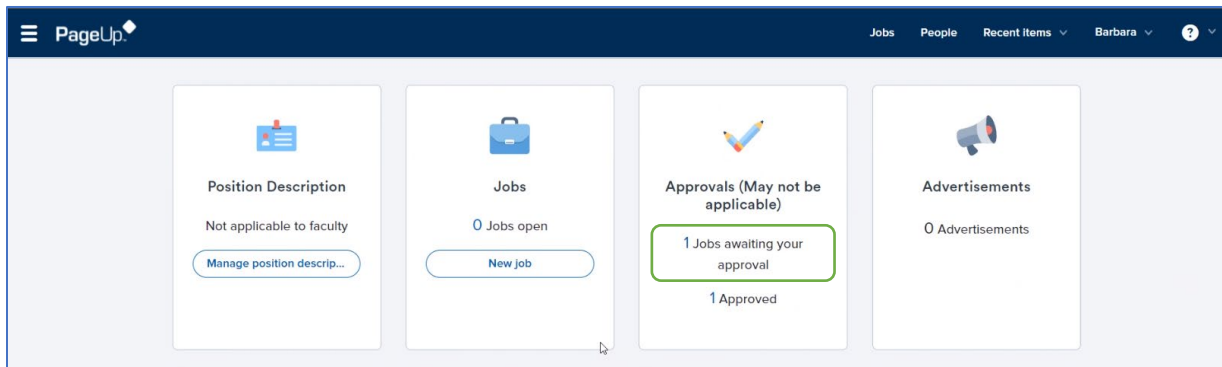
- The requester submits the job card for approval.
- The assigned approvers will review the job card and approve or decline through the CHRS Recruiting system.
- If approved, the process moves to the next approver in the process (if there is one) or to the end.
- If declined:
 - The approver provides a reason.
 - The approval process ends.
 - The job card is updated by the requester and resubmitted for approval.

How to complete a job approval in CHRS Recruiting

Use the following procedure to complete an approval for job cards.

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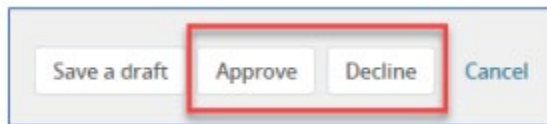
1. Click the following links to open the approval based on your role.



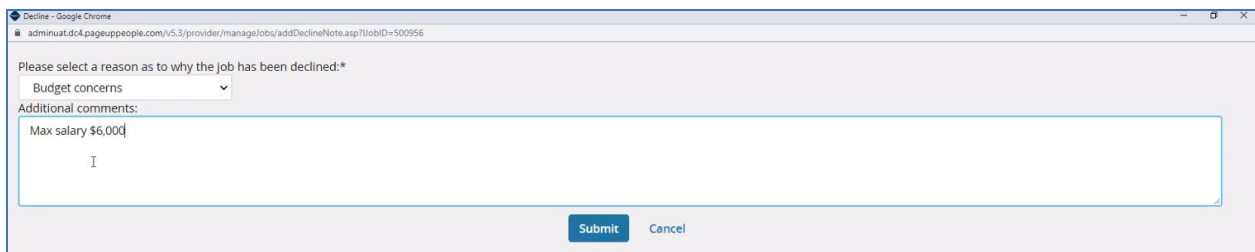
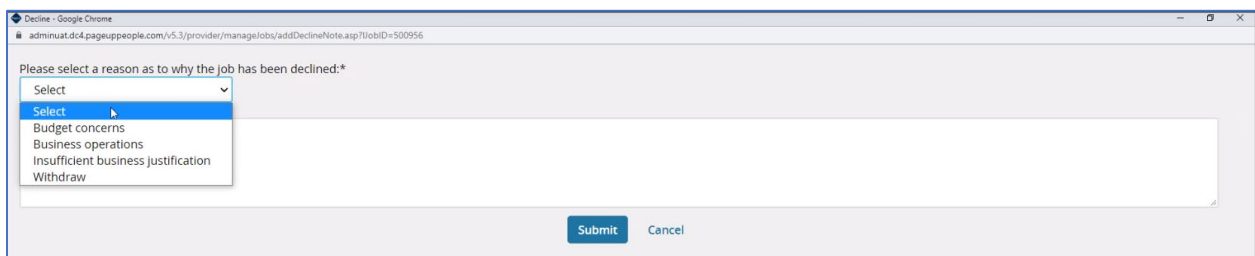
2. On the **Manage approvals** page, click **View** next to the item that needs approval.



3. Review the job card and then click a response:



- Approve: The page closes and the next approver receives notification. If you are the final approver, then the job creator receives notice that the job has been approved.
- Decline: You must specify a reason for declining the job, then click Submit.



NOTE: It is recommended to contact the requester of the job card if there are any questions or concerns on any information provided before declining the job card.

An email will be sent to the preparer with the update and the reasoning for the decline. The preparer will have the opportunity to make the recommended changes and will need to route the job card again for signatures.



Restart an approval process

If an approval is declined, the approval process ends, so you can edit the form. After you address the concerns of the approver, you can restart the approval process.

When to restart an approval

- When the approval is declined.
- You have addressed the concerns of the approver.

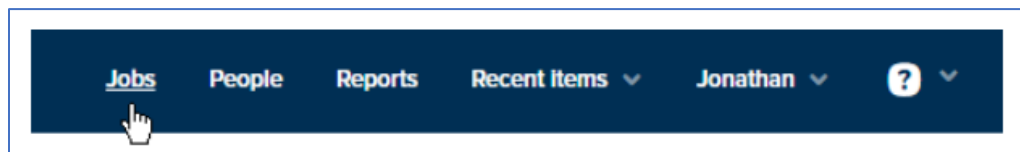
Prerequisites and assumptions

You have permission to edit the approval

How to find a declined job

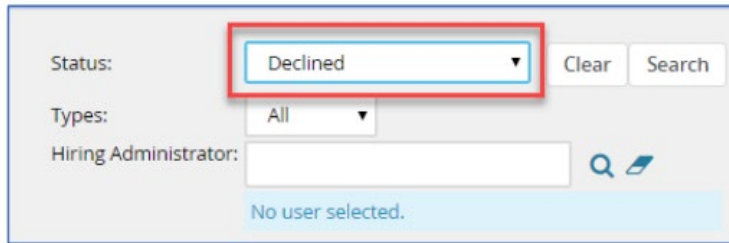
You might need to search for a job that needs to be approved. You can use the approval status field to narrow the search.

1. From the top navigation bar, open the Jobs page.



2. In the Status field, select **Declined**.

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Status: Declined Clear Search

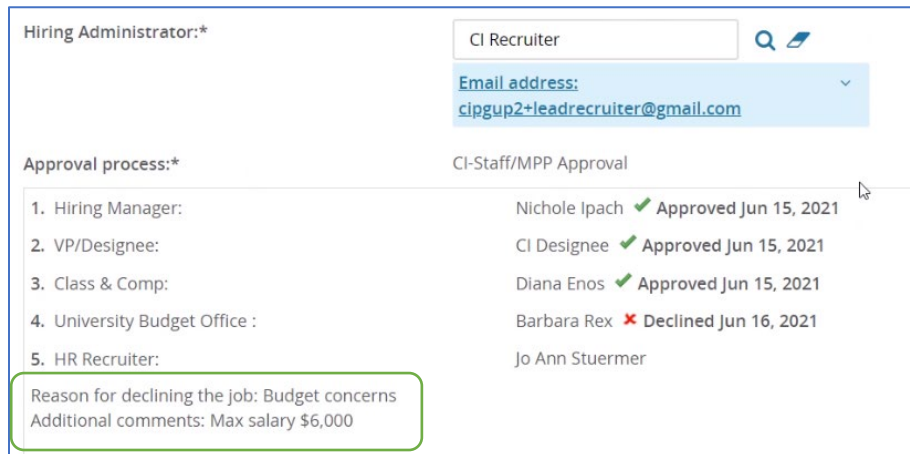
Types: All

Hiring Administrator: No user selected.

3. If you know the hiring administrator, enter that information to narrow the search.
4. Click **Search**. The search returns jobs that have been declined.

How to restart the approval

1. Open the job.
2. Scroll down to the **Users and Approvals** section.
3. Read the reason that the job was declined.



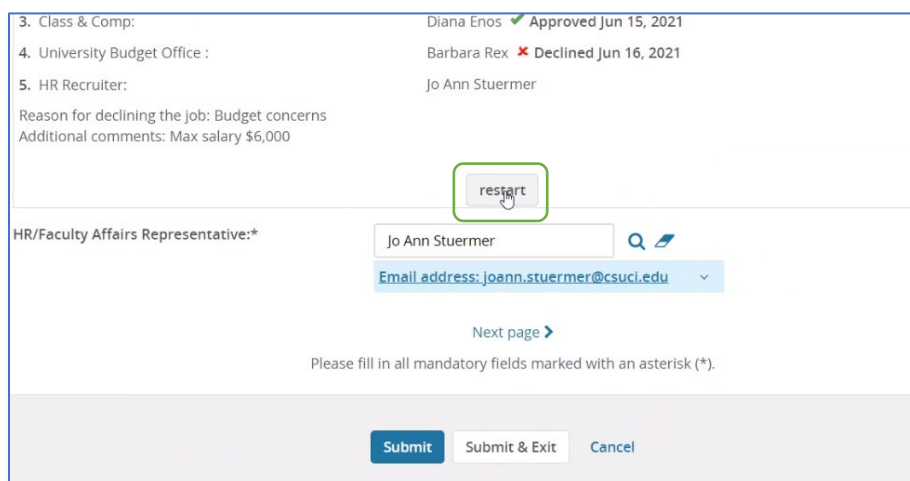
Hiring Administrator:* CI Recruiter Email address: cipgup2+leadrecruiter@gmail.com

Approval process:* CI-Staff/MPP Approval

1. Hiring Manager:	Nichole Ipach ✓ Approved Jun 15, 2021
2. VP/Designee:	CI Designee ✓ Approved Jun 15, 2021
3. Class & Comp:	Diana Enos ✓ Approved Jun 15, 2021
4. University Budget Office :	Barbara Rex ✗ Declined Jun 16, 2021
5. HR Recruiter:	Jo Ann Stuermer

Reason for declining the job: Budget concerns
Additional comments: Max salary \$6,000

4. Click **restart**.



3. Class & Comp: Diana Enos ✓ Approved Jun 15, 2021

4. University Budget Office : Barbara Rex ✗ Declined Jun 16, 2021

5. HR Recruiter: Jo Ann Stuermer

Reason for declining the job: Budget concerns
Additional comments: Max salary \$6,000

restart

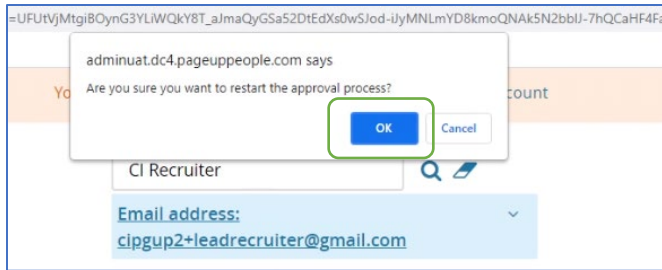
HR/Faculty Affairs Representative:* Jo Ann Stuermer Email address: joann.stuermer@csuci.edu

Next page >

Please fill in all mandatory fields marked with an asterisk (*).

Submit Submit & Exit Cancel

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5. Review the job card and make amendments as recommended by the approver who declined the card.
6. Under Approval process, select CI-Staff/MPP Approval. Enter the names of the appropriate Hiring Manager and VP/Designee in the appropriate fields or use the magnifying glass to search for each person individually.

A screenshot of a web application form titled "Approval process:*". The form has a dropdown menu for "Approval process:" with "CI-Staff/MPP Approval" selected (highlighted with a green box). Below this, there are three main sections, each with a label and a search bar: "1. Hiring Manager:", "2. VP/Designee:", and "3. Class & Comp:". Each search bar has a magnifying glass icon and a dropdown menu. The "Hiring Manager" and "VP/Designee" sections are highlighted with a green box. The "Class & Comp" section shows "Diana Enos" selected, with a dropdown menu showing "diana.enos@csuci.edu". Below these sections, there is a field for "HR/Faculty Affairs Representative:*" with "Jo Ann Stuermer" selected, and a dropdown menu showing "Email address: joann.stuermer@csuci.edu". At the bottom, there is a "Recruitment Status:*" field with a "Select" dropdown menu. A "Next page >" link is located below the "Recruitment Status" field. A note at the bottom says "Please fill in all mandatory fields marked with an asterisk (*)". At the very bottom, there are four buttons: "Save a draft", "Submit", "Submit & exit", and "Cancel".

7. Click Submit and Exit

The approval process will begin again. The job card will be routed to each listed approver to review and approve.

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Approval process:*		CI-Staff/MPP Approval
1. Hiring Manager:	Nichole Ipach You are here Resend email to approver	
2. VP/Designee:	CI Designee	
3. Class & Comp:	Diana Enos	
4. University Budget Office :	Barbara Rex	
5. HR Recruiter:	Jo Ann Stuermer	
HR/Faculty Affairs Representative:*		Jo Ann Stuermer
Next page >		
Please fill in all mandatory fields marked with an asterisk (*).		

Check the approval status

After you send an item out for approval, you might want to check back to see whether the approval process is progressing. Sometimes, the approval process halts because an approver is absent or unable to perform reviews.

You can search for items by their approval status.

- Approved
- Declined
- Pending approval

When to check the approval process

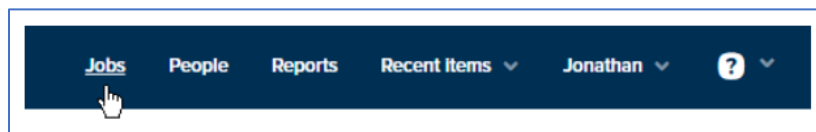
You can check the approval status any time after the approval process starts.

Prerequisites and assumptions

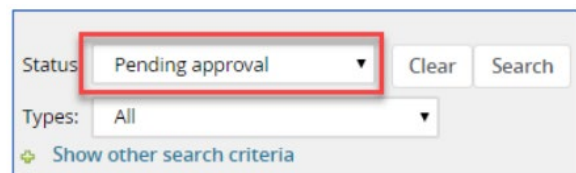
You submitted an item for approval.

How to find a job that is pending approval.

1. From the top navigation bar, open the Jobs page.



2. In the Status field, select **Pending Approval**.

A search filter section with a 'Status' dropdown menu set to 'Pending approval', a 'Clear' button, and a 'Search' button. Below it is a 'Types' dropdown menu set to 'All' and a link to 'Show other search criteria'.

3. Click **Search**.

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Revision History

Last Modified on	Author	Reason
6/16/2021	CI CHRS Recruiting Training Team	Initial Publication