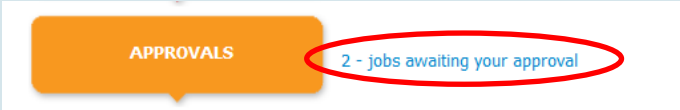

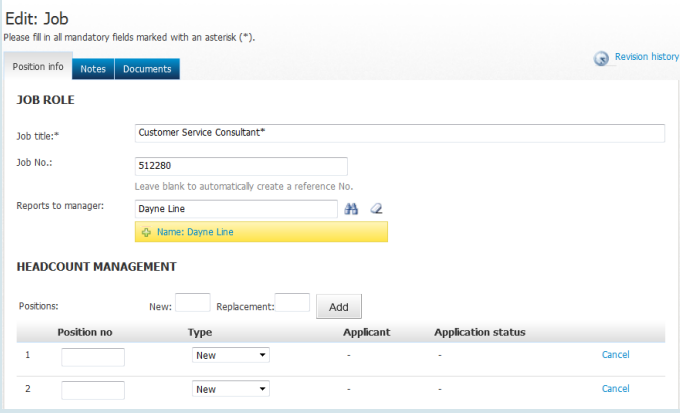




## Recruitment Centre: Approvals – Approve or Decline a job

What you need to do	What you will see
<p><b>STEP 1: Click the Approvals button</b></p> <p>You will receive an email notification if a job requires your approval.</p> <p>To view the job, you can use the link in the email or login to the Recruitment Centre.</p> <p>(If using the link in the email, go directly to Step 3).</p> <p>From the Recruitment centre, click the <b>Approvals</b> button or the <b>Jobs awaiting your approval link</b>.</p>	
<p><b>STEP 2: Review the job details</b></p> <p>You will see a grid displaying all jobs that await your approval on the <b>Manage approvals</b> page.</p> <p>Click <b>View</b>.</p> <p>The job details will be displayed for you to review.</p>	 
<p><b>STEP 3: Approve or Decline</b></p> <p>Review the details of the job and then take one of the following actions:</p> <p><b>If you click Approve</b> – an email will automatically be sent to the next approver. If you are the final approver, an email will be automatically sent to the owner of the job advising that the job has been approved.</p> <p><b>If you click Decline</b> – a screen will be displayed asking you to enter a reason as to why the job has been declined. This will be used for reporting purposes and will be emailed to the job owner.</p> <p>Once you Approve or Decline a job it will disappear from the Manage approvals page.</p> <p><b>TIP:</b> Do not make changes to the job details during the approval process. If changes are required, discuss with the job originator or Decline the job and add a note.</p>	