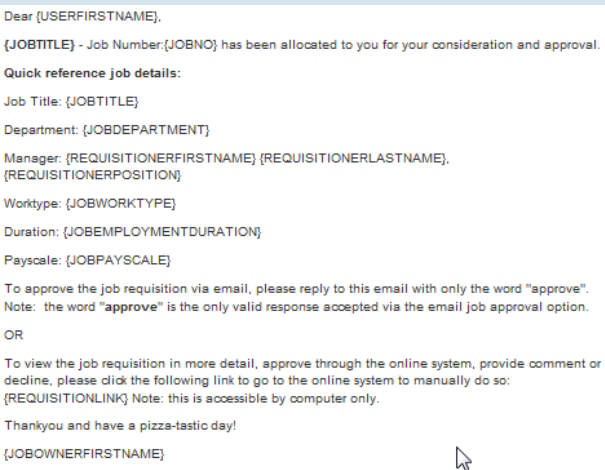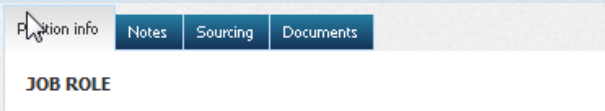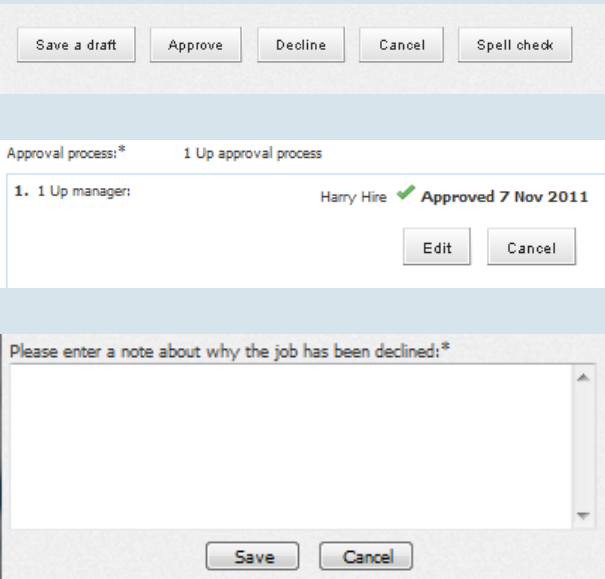# Quick Reference Guide – Approving a job

What you need to do	What you will see
STEP 1: Email notification sent You will receive an email notification if a job requires your approval. The email contains a link to the job. Click on the **link** to access the job.	Dear {USERFIRSTNAME}, {JOBTITLE} - Job Number:{JOBNO} has been allocated to you for your consideration and approval. **Quick reference job details:** Job Title: {JOBTITLE} Department: {JOBDEPARTMENT} Manager: {REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}, {REQUISITIONERPOSITION} Worktype: {JOBWORKTYPE} Duration: {JOBEMPLOYMENTDURATION} Payscale: {JOBPAYSCALE} To approve the job requisition via email, please reply to this email with only the word "approve". Note: the word **"approve"** is the only valid response accepted via the email job approval option. OR To view the job requisition in more detail, approve through the online system, provide comment or decline, please click the following link to go to the online system to manually do so: {REQUISITIONLINK} Note: this is accessible by computer only. Thankyou and have a pizza-tastic day! {JOBOWNERFIRSTNAME}
STEP 2: Review the job Review the information contained on each page by clicking the tabs or using the Next Page link at the bottom of each page. Most of the information about the job is on the Position info page. To review the information that has been entered regarding the advertising of the job, view the Sourcing page.	Position info · Notes · Sourcing · Documents **JOB ROLE**
STEP 3: Approve or decline the job After reviewing all pages, take one of the following actions. Click **Save a draft** if you have made changes to the job, but are not ready to approve or decline the job. Click **Approve** to approve the job. Click **Decline** to decline the job. Click **Cancel** if you have not made any changes to the job, and are not ready to approve or decline the job. **NOTE:** If you choose to approve the job, an email will be automatically sent to the next approver. If you are the final approver, an email will be automatically sent to the originator of the job advising that the job has been approved. **NOTE:** If you choose to decline the job, 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 originator.	Save a draft · Approve · Decline · Cancel · Spell check Approval process:* 1 Up approval process 1. 1 Up manager: Harry Hire ✔ Approved 7 Nov 2011 Edit Cancel Please enter a note about why the job has been declined:* Save · Cancel

STEP 4: Viewing all jobs awaiting your approval

Click **My job approvals** in the right hand navigation menu.

All jobs awaiting your approval will be listed.

Click 'View' next to the job that you need to review.

Review the job and then Approve or Decline the job.

Jobs

New job

New contractor job

My panel jobs

Manage jobs

My jobs

My sourced jobs

My job approvals

Manage forms

Manage approvals

Date raised	Job No.	Job title	Supervisor	New	Replacement	
20 Feb 2016	492304	Research Assistant	Ronald Kamahele			View

Records 1 to 1 of 1

NOTE: In order to view the progress of approvals on either the PD or Requisition; view the PD or requisition, scroll to the bottom, and view the box of approvers.

Approval process:*   2 Approvers

1. Supervisor: Brandy Tower ✔ **Approved 7 Oct 2015**

2. HR: Micky Duck ✔ **Approved 7 Oct 2015**

Update PD