UWS User Guides

Approving Requisition Steps
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The Requisition module of the eRecruit online recruitment system allows requisitions to be raised which are used to request and obtain approval for any recruitment activity. Additionally, the requisition will create a job as the ‘end product’ of the requisition process.

Here is a quick step-by-step guide on how to approve a Requisition.

1. You will receive an email from the eRecruit system alerting you that a requisition task needs to be completed.

2. Click the [click here] link to log into the eRecruit system.

3. Type in the username and password that has been allocated to you and click the Login button. Your username is your email address.
4. This will display the Requisition Approval Form – in this example, the Level Approval 2 form.

5. To view the original Requisition form, click the **Show Previous Form** link on the top right hand corner of the screen:

6. As an approver of a requisition step, your approval will be made via a decision question. You will see these three answer options.

   ![Decision Question](image)

   **Let’s see what each of these options mean:**

   **Yes:** If you choose this option, the requisition will then proceed to the next approval step.
   
   **No:** If you choose this option, the requisition will move back to the previous creator who will then review the requisition and then close it down.
   
   **Changes Required:** If you choose this option, the requisition will move back to the previous creator/approval to make changes.
   
   **Note:** If you choose ‘Changes Required‘, make sure to enter an explanation into the comments section of the form as this is the information that will be sent back by way of email, to the person who raised the requisition. It is important too, that once the approver receives the requisition back with the requested changes made, the decision question will need to be changed to ‘Yes’ if approving.

7. Once this is completed, click the **Save & Continue** button at the bottom right hand corner. The requisition will now go to the next level of approval or to Recruitment for job creation.