Approval Processes

### Recruitment Approvals

**Take Action On Recruitment**

Approvals and denials are made using the orange “Take Action on Recruitment” button. This enables users to move the recruitment through the recruitment approval process.

**User definitions:**

- **Level 1:** Recruitment only level access - ability to see only the recruitment that is assigned to a user (e.g. hiring supervisors or search and screen chairs)
- **Level 2:** Department level access - ability to see all recruitments within a selected department(s) (e.g. Directors and Deans)
- **Level 3:** Division level access – ability to see all recruitments within a division (e.g. Provost and Vice Chancellors)

Users are notified by hrservices@uwlax.edu when a recruitment has reached their level for approval.

Level 1 is notified when the position is posted. Advertisements may be placed at this time.

**Note:** AAO sends to Level 3 for approval only if necessary.

### On Campus Interview Approvals

**Take Action On Job Application**

On campus interview approvals are made using the orange “Take Action on Job Application” button within an application. Approvals must take place before applicants are invited for on campus interviews.

Users are notified by hrservices@uwlax.edu when each applicant has reached their level for approval.

Level 1 is notified when each applicant is approved.

### Request to Hire Approvals

**Take Action On Job Application**

Request to hire approvals are made using the orange “Take Action on Job Application” button within an application. Approvals must take place before a verbal offer.

A green icon will appear within the application. Level 2 selects the “Start Hiring Details – (Position Description)” icon to create the Hiring Details.

**Note:** Level 2 sends applicant to Level 3 for approval only if necessary.