

Approval Processes

RECRUITMENT APPROVALS

Take Action On Recruitment ▾

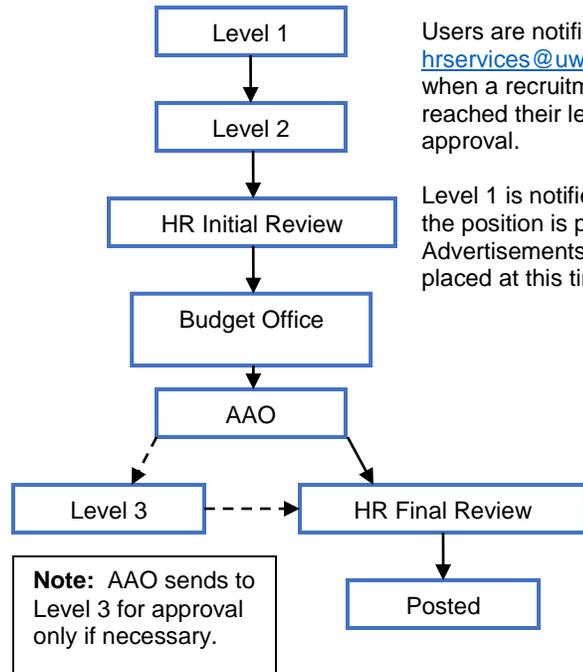
Approvals and denials are made using the orange “Take Action on **Recruitment**” button. This enables users to move the recruitment through the recruitment approval process.

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)



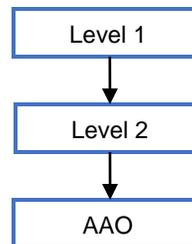
Users are notified by hrservices@uwlax.edu when a recruitment has reached their level for approval.

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

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.

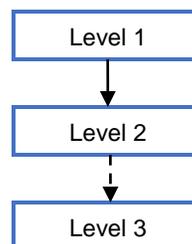
Level 1 is notified when each applicant is approved.

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.

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



Level 2 extends verbal offer. Upon acceptance Level 2 completes the Hiring Details and sends to HR for contract generation.



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