

## Manage Applications

### Processing Job Offer Approvals

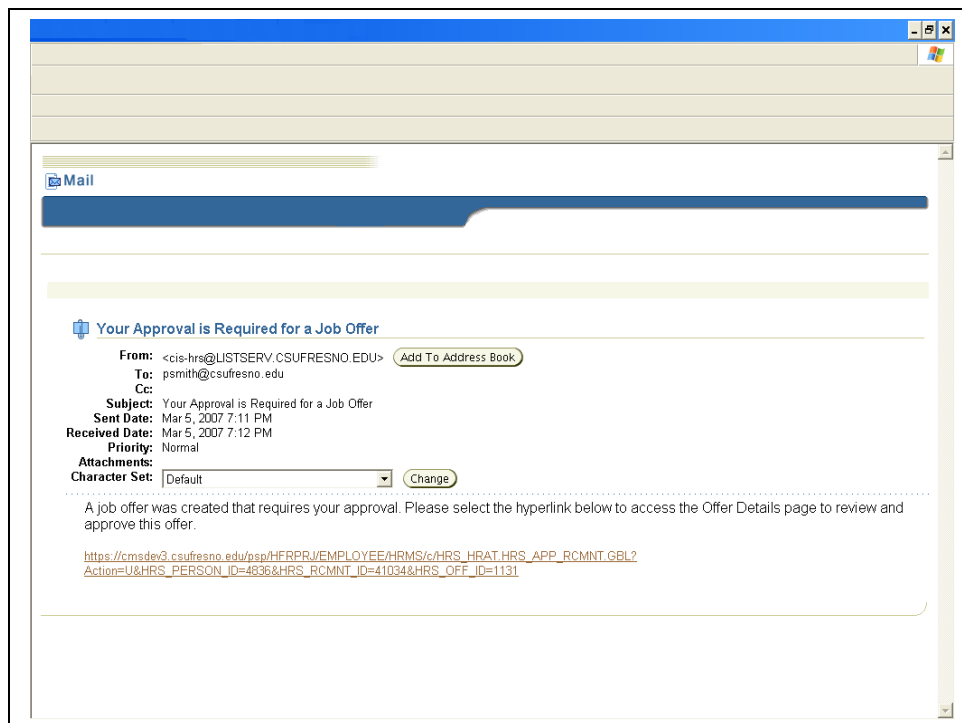
The online Job Offer Online Approval process tutorial takes approximately 15 minutes. At the end of the lesson, you will know how to approve or deny a job offer, add another approver to the process, view who has already approved the offer as well as who yet to review the offer.

### Procedure

The eRecruit system has automated approvals that are initiated at the time a recruitment request is entered and when a request for authorization of offer to the selected candidate is initiated.

Each individual (or group of individuals) who is in the approval line will receive an email indicating there is a pending approval required. (i.e.; recruitment request or job offer) and a link to the applicable PeopleSoft Approval page.

After clicking the hyperlink contained in the email, the approver may approve the request, push it back to the prior approver/requester, or deny the request.

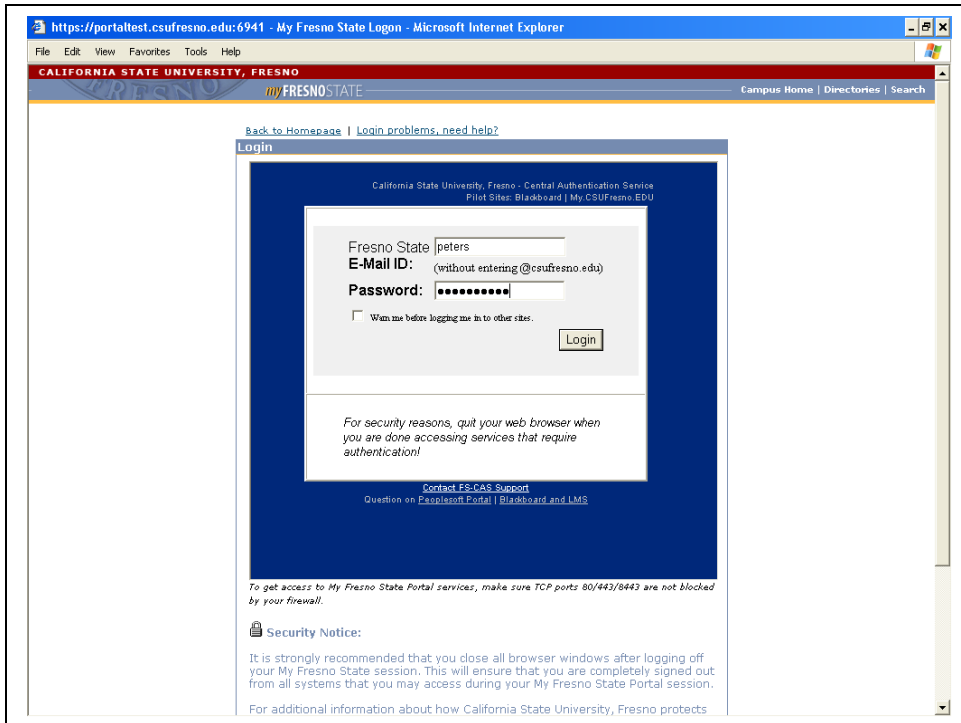



# Training Guide

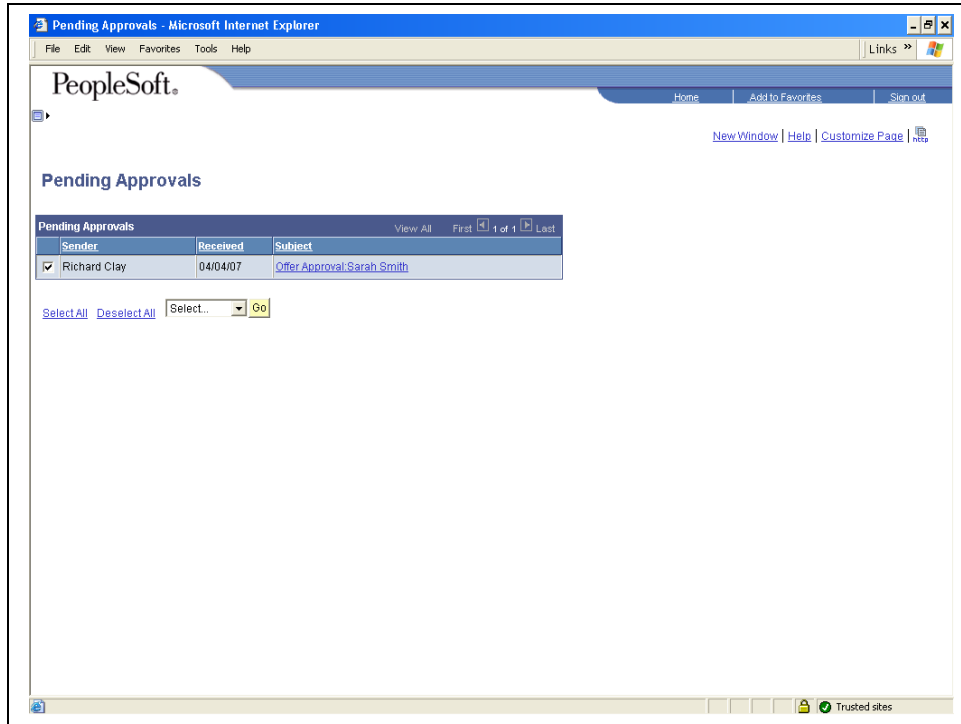
## Enterprise HR 8.9 - Recruiting







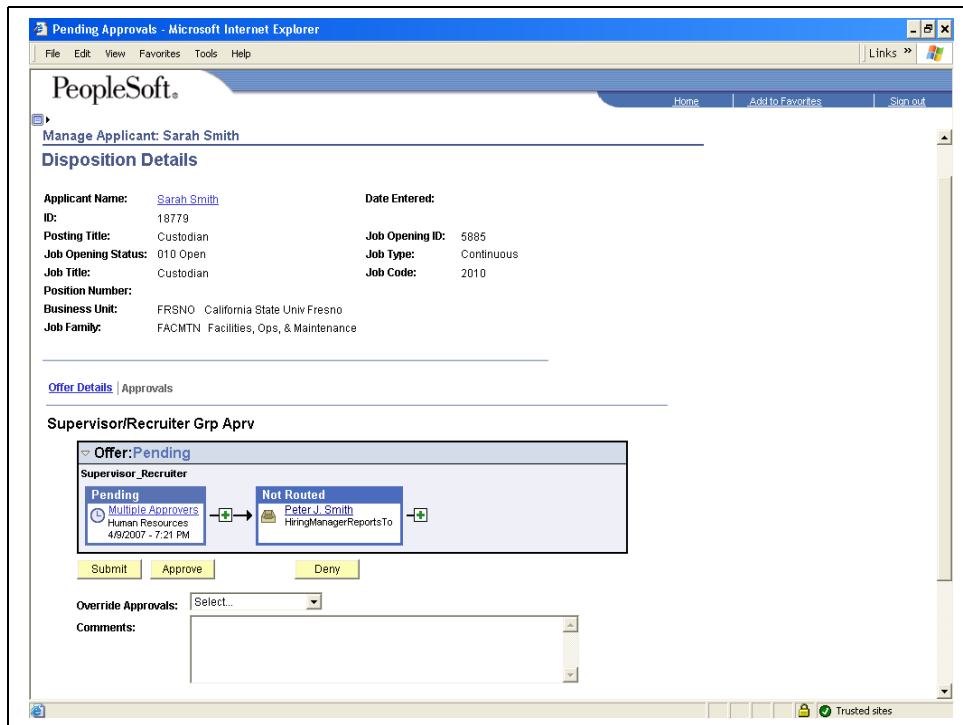
Step	Action
1.	Using the email link provided, view the job offer that is waiting for approval. Click on the link provided in the email.





Step	Action
2.	If you are not already in the PeopleSoft system, you will be prompted to login using your Fresno State ID and password. If you are already logged into the system, you will be taken directly to the Approval Page. Click the <b>Login</b> button. 

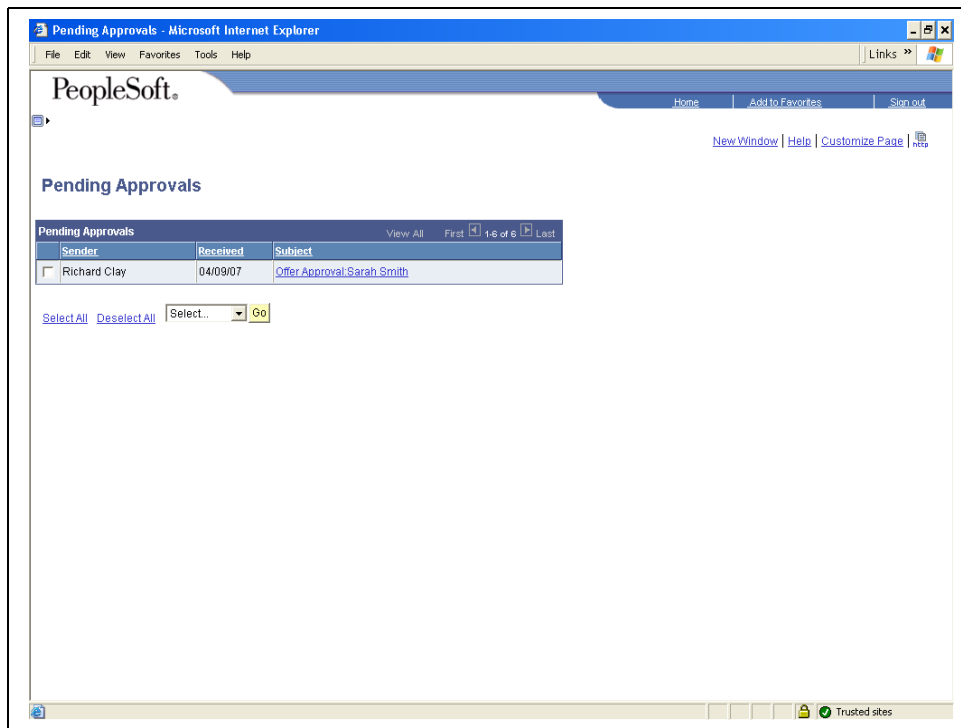


Step	Action
3.	<p>After you have logged in, you will be directed to the Pending Approvals page. If you have already reviewed the details of the recruitment request or job offer and want to approve or deny the request without comments, place a check next to the name of the sender.</p> 
4.	<p>Click the drop down list.</p> 
5.	<p>From this drop down list, you will have two options:</p> <p><b>Approve</b> updates the system with your approval and triggers the recruitment request to go to the next approver level.</p> <p><b>Deny</b> triggers the request to be denied. Once the request has been denied, an email will be sent to the hiring manager indicating the denial. <b>Warning:</b> There is no way to reverse this? If denied in error - contact Human Resources.</p> 
6.	<p>After clicking the <b>Go</b> button, the request will be forwarded for approval at the next level.</p> <p>If you have not reviewed the details of the recruitment request, select the hyperlink under the <b>Subject</b> column to bring you to the details.</p> 

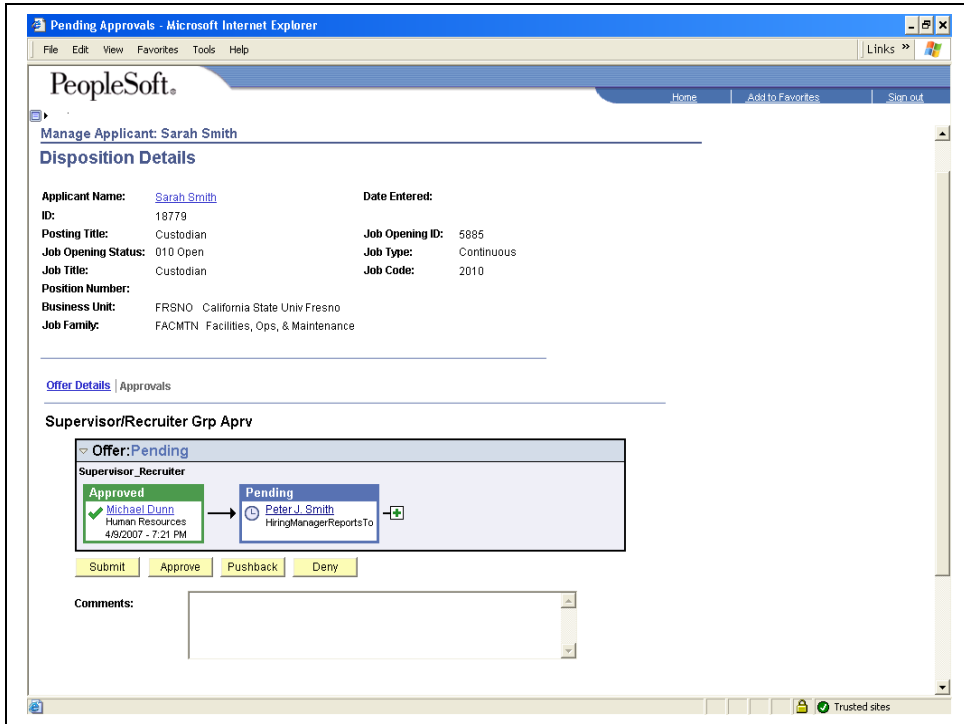


Step	Action
7.	<p>At the top of the approvals page, is information pertaining to the specific job opening being filled. The lower half of the page shows the approval routing and status of the process.</p> <p>At this point, the offer can be approved or denied, having the same effect as if the approver had clicked <b>Approve</b> or <b>Deny</b> from the prior page. Click the <b>Approve</b> button.</p> 
8.	<p>After clicking the <b>Approval</b> button, the approver's box changes from blue to green, the heading changes from <b>Pending</b> to <b>Approved</b>.</p> <p>In addition to the approval chain, the approver may also click the <b>Offer Details</b> button to review the details of the offer.</p> 
9.	<p>The top of the page contains the same information as the <b>Approvals</b> page. The <b>Offer Details</b> section identifies the <b>Hiring Manager</b> and the <b>Recruiter</b> from Human Resources. Click the <b>Scroll Bar</b>.</p>

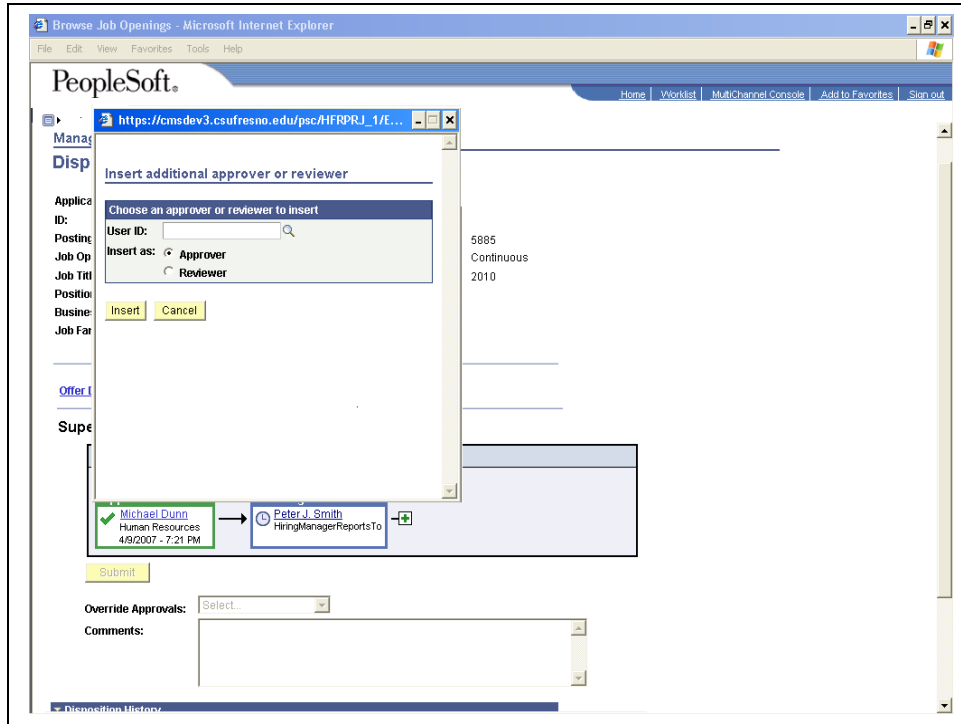
Step	Action
10.	<p>The Offer Details section also identifies who actually created the offer in the system.</p> <p>Further down is the <b>Base Salary</b> being offered to the applicants. The comments section contains the salary range that can be offered to the applicant if the initial <b>Offer Amount</b> is not accepted. Any other details specific to the offer may also be contained in the <b>Comments</b> section.</p> <p><input type="text" value="1000.000000"/></p>




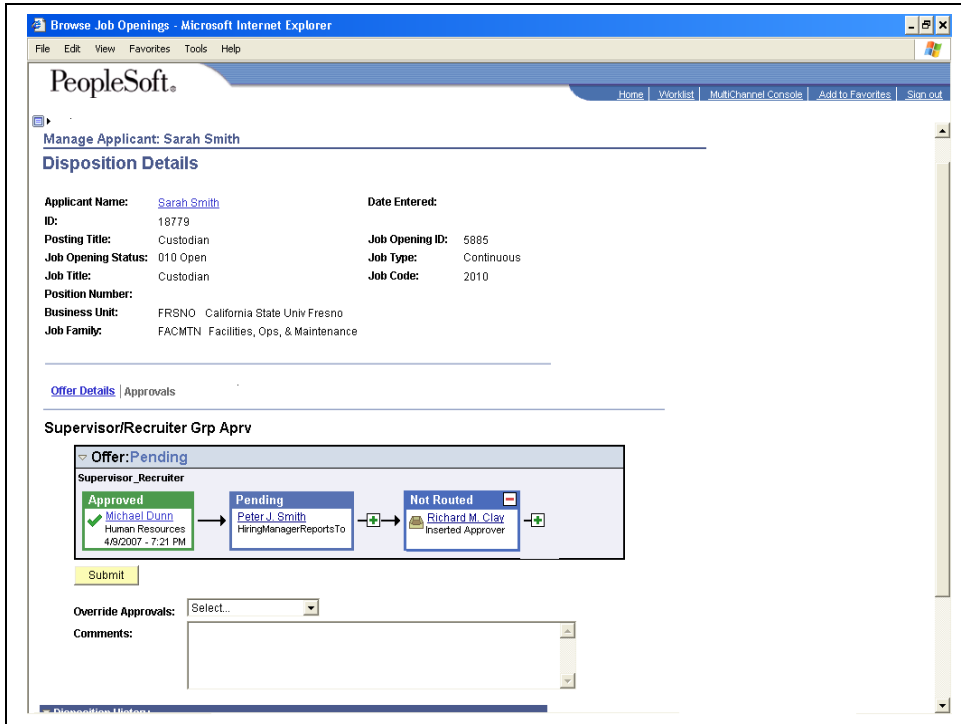
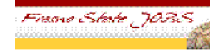
Step	Action
11.	<p>If the "first" approver clicks the Approval button, an email is sent to next approver in the chain to notify them that their approval is being requested. When they login to the system, they will see a <b>Pending Approvals</b> page similar to what the first approver saw. They can approve the Job Offer from this page or, like before, they can click on the link under <b>Subject</b>.</p> <p><input type="text" value="Offer Approval: Sarah Smith"/></p>





Step	Action
12.	When you review the approval routing, you may wish or need to add an additional approver. To do this, click on the <b>Insert Approver</b> (green plus sign)



Step	Action
13.	Enter the PeopleSoft number of the approver/reviewer you wish to add into the <b>User ID</b> field.
14.	Click the <b>Insert</b> button. 



Step	Action
15.	<p>If, after you have inserted an approver, it is the wrong person, you can remove only the approver you inserted by clicking the Minus sign in the upper right hand corner of the approver's box.</p> <p>Point to the <b>Remove</b> object for Richard Clay.</p> 
16.	<p>After all the approvers have submitted their approval, the Job Offer status will change from Pending Approval to Extend. This status is the authorization for Human Resources to extend an offer to the applicant, using the guidelines provided.</p> 
17.	<p>Thank you for viewing this tutorial. If you have further questions concerning the approvals process for job offers, please contact Human Resources at 559/278-2032</p> <p><b>End of Procedure.</b></p>