

Manage Applications

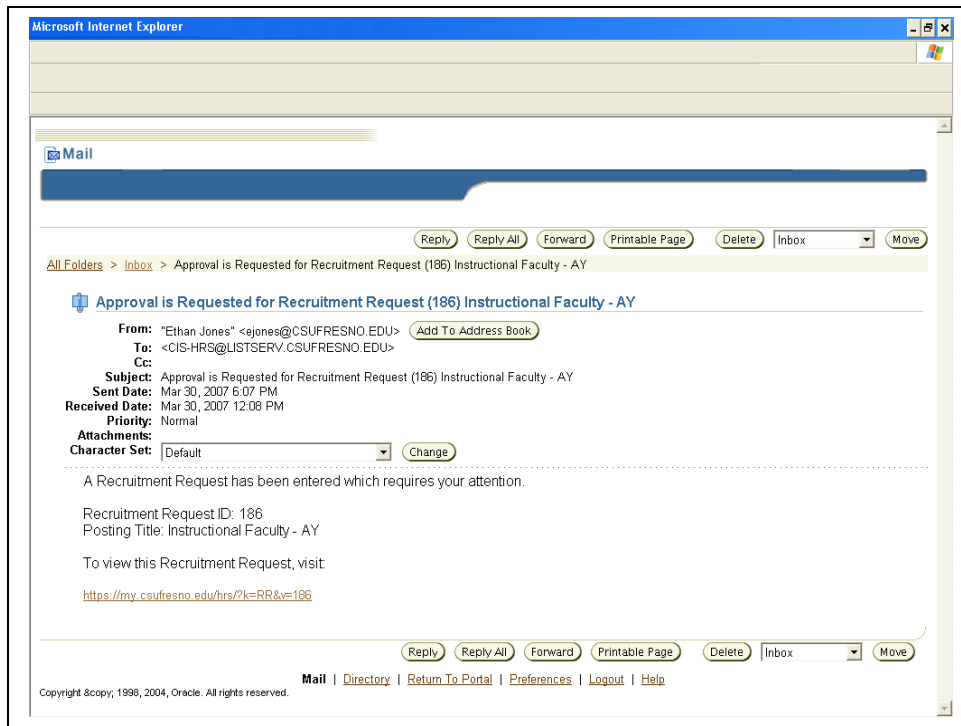
Processing Job Request Approvals

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.

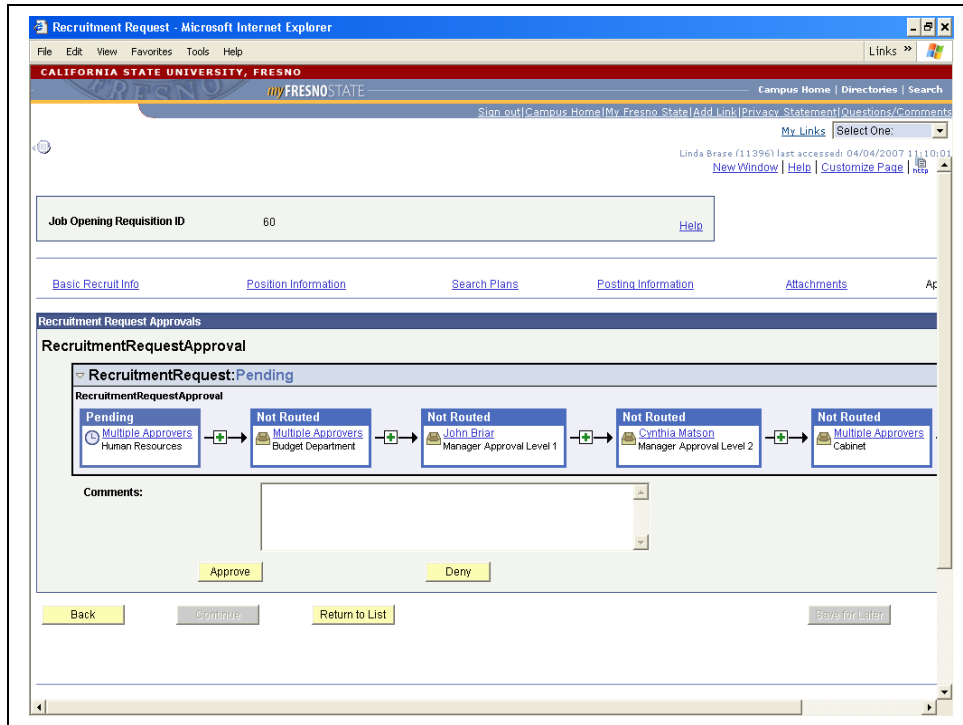
Each individual (or group of individuals) who is in the approval line will receive an email indicating there is a pending approval required. (i.e.; recruitment request or job offer) and a link to the applicable PeopleSoft Approval page.

Once on the page, the approver may approve the request, push it back to the prior approver/requester, or deny the request.



| Step | Action |
|------|---|
| 1. | Using the email link provided, you can view the recruitment request and supporting documentation as well as approving or denying the request. Click on the link provided in the email. https://my.csufresno.edu/hrs/?k=RR&v=186 |

| Step | Action |
|------|---|
| 2. | <p>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.</p> <p>Click the Login button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Login</div> |



| Step | Action |
|------|--|
| 3. | <p>You will now be able to review who has approved the recruitment request to date and any applicable comments.</p> <p>You can review the recruitment request by selecting the links at the top of the page that lists the basic recruitment information, position information, search plans and posting information.</p> <p>Click the Position Information link.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Position Information</div> |

Recruitment Request - Microsoft Internet Explorer

CALIFORNIA STATE UNIVERSITY, FRESNO

myFRESNOSTATE

Sign out | Campus Home | My Fresno State | Add Link | Privacy Statement | Questions/Comments

My Links | Select One

Linda Brase (11396) last accessed: 04/04/2007 11:10:01
[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Job Opening Requisition ID: 60 [Help](#)

[Basic Recruit Info](#) | [Position Information](#) | [Search Plans](#) | [Posting Information](#) | [Attachments](#) | [Approvals](#)

Position Information Find | View All First 1 of 1 Last

Position Number: 00002053 Effective Date: 03/29/2007

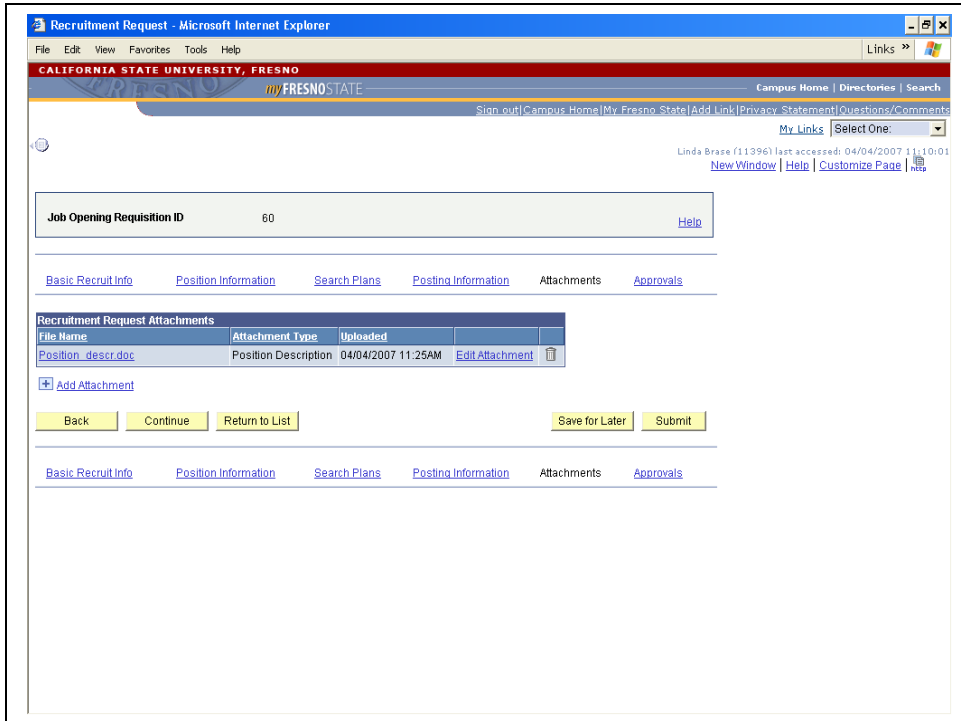
Job Information

Job Code: 1038 Admin Analyst/Spcst 12 Mo FLSA Status: Nonexempt
 Regular/Temporary: Regular Ending Date of Appointment:
 Grade: 1 Step:
 Standard Hours: 40.00 (per week) Full/Part Time: Full-Time
 Title: Admin Analyst/Spcst 12 Mo Union Code: R09 CSUEUTech
 FTE: 1.000000 Short Title: AAVS 12
[Department Budget Information](#)

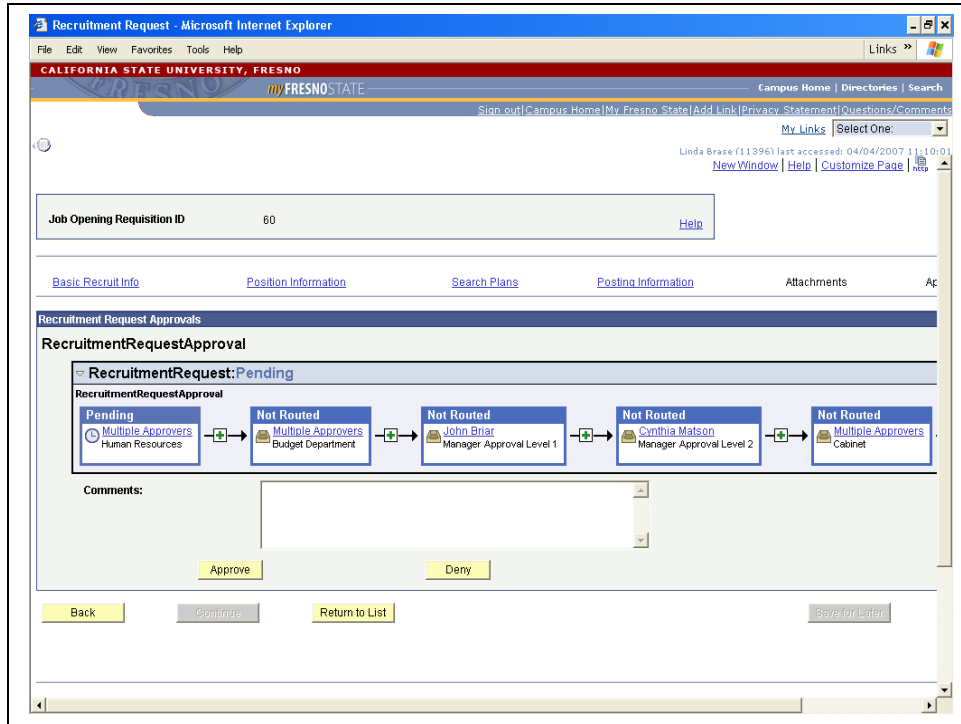
Work Location


Department: 83440 Campus Information Systems Location: JOYAL
 Reports To: 00001825 John Briar Dot-Line:
 Mail Drop: MS# JA 041 Work Phone:

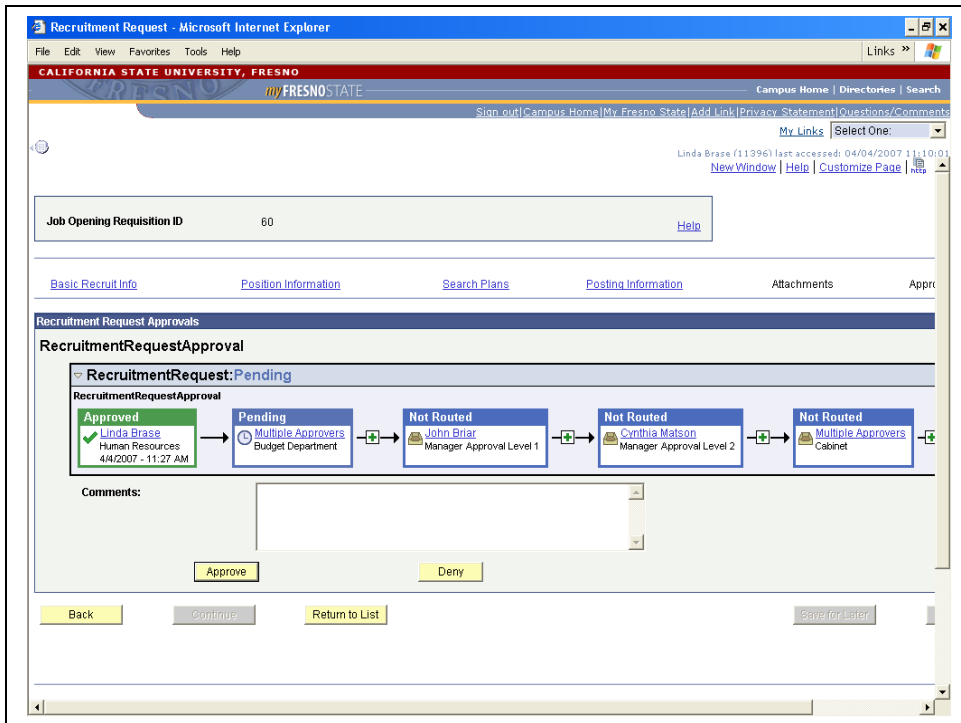
| Step | Action |
|------|--|
| 4. | <p>The information is displayed but cannot be updated or changed.</p> <p>In addition to the information entered in the system, supporting documentation may be included through the Attachments link.</p> <p>Click on the Attachments link.</p> <p>Attachments</p> |



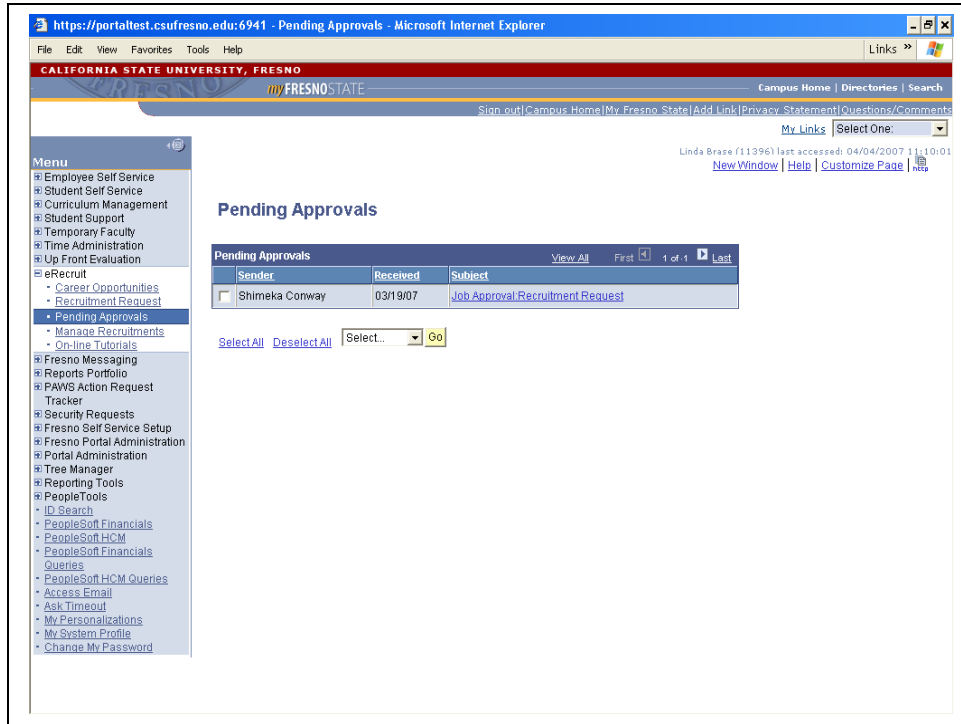
| Step | Action |
|------|---|
| 5. | To view an attachment, click on the File Name which in this example is Position descr.doc . You can add new attachments as needed by selecting the attachments hyperlink. |
| 6. | After reviewing the information, click the Approvals link to proceed. |







| Step | Action |
|------|---|
| 7. | <p>From the Approvals page you will have two options and most often a third option, unless you are the first person of the approvals list, and the ability to add comments supporting your action.</p> <p>The Approve button updates the system with your approval and triggers the recruitment request to go to the next approver level.</p> <p>The Deny button triggers the request to be denied. Once the request has been denied, an email will be sent to the hiring manager indicating the denial. Warning: There is no way to reverse this? If denied in error - contact Human Resources.</p> <p>The third option, not show here, is the Pushback button. This triggers the request to go back to the previous approval level. If this request had already been approved by Human Resources, the Pushback button would appear between the Approve and Deny button.</p> <p>Click the Approve button.</p>  |



| Step | Action |
|------|--|
| 8. | <p>Once you have approved the request, the status will change from Pending to Approved. The box designating the next approver will now change from Not Routed to Pending.</p> <p>Any comments you or anyone else has entered in the comments box can be viewed by all individuals with access to this recruitment request.</p> <p>Click the green Approved box.</p> |
| 9. | <p>You can also navigate directly to the approvals page from the portal. From the MyFresnoState Portal Main Menu, select eRecruit.</p> |
| 10. | <p>Select Pending Approvals.</p> |



| Step | Action |
|------|--|
| 11. | If you have already reviewed the details of the recruitment request and want to approve or deny the request without comments, place a check next to the Sender name.  |
| 12. | Click the drop down list under the approvals listing..  |
| 13. | Select the appropriate action.  |
| 14. | Once you click the Go button, this request will be updated with your approval and the request forwarded to the next approval level. If you have not reviewed the details of the recruitment request, select the hyperlink under the Subject column to bring you to the details.  |
| 15. | You are now on the same page as if you had clicked the link from the email notification. When everyone listed in the approval section has approved the job Opening Request, Human Resources will ensure the job is posted in the appropriate locations. Thank you for viewing this tutorial. If you have further questions concerning the approvals process, please contact Human Resources at 559/278-2032. End of Procedure. |