



Recruiting Solutions:  
Approve Job Openings  
HCM 9.0 Business Process Guide

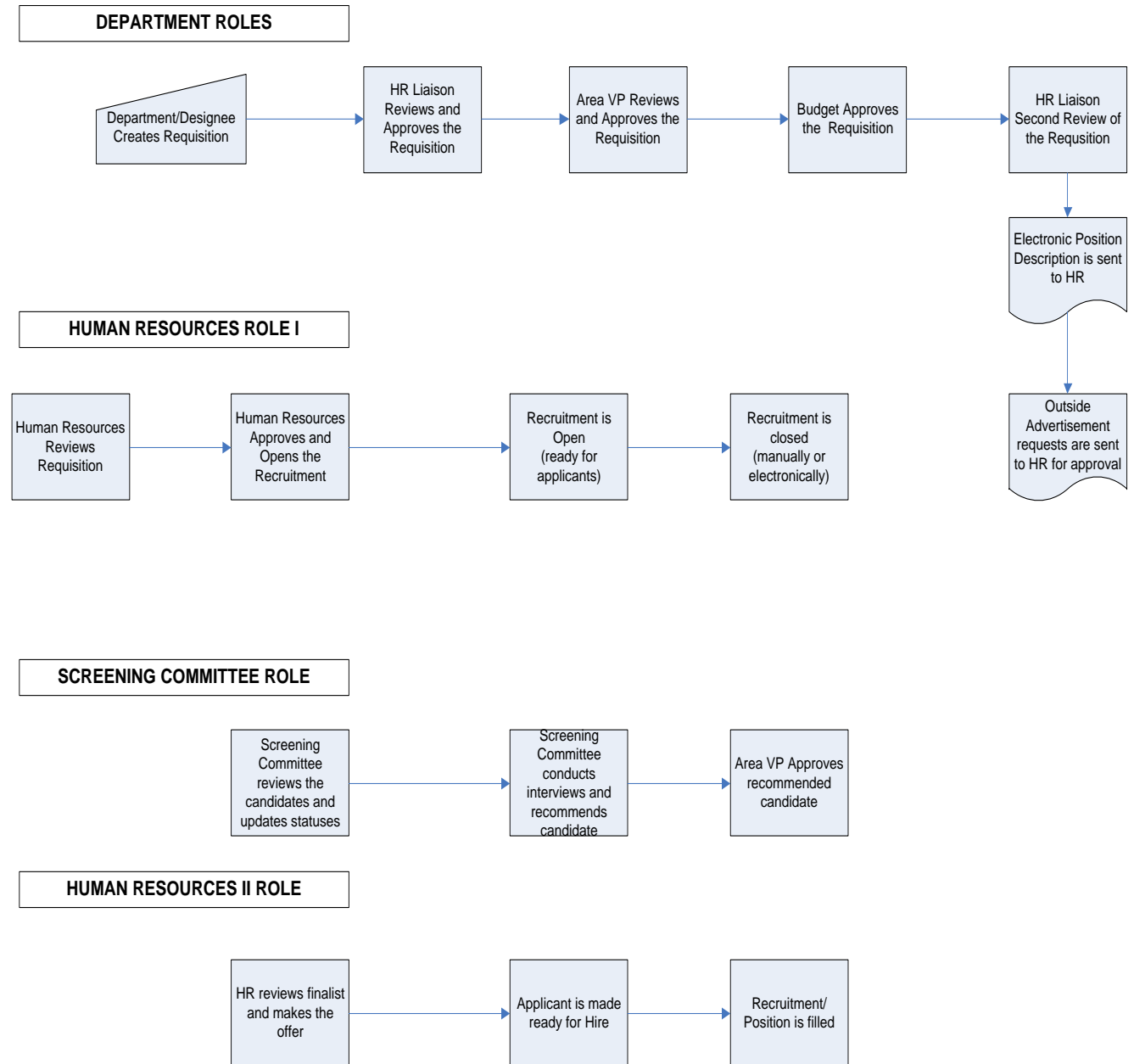
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## **Introduction**

The Approve Job Openings Business Process Guide will provide a high level overview of how to approve job openings in the Recruiting Module. You may approve the job opening, “push back” the job opening to prior levels of approval for revisions, or deny the job opening. You may also add notes that will be viewable to the other approvers.

## Recruitment Workflow

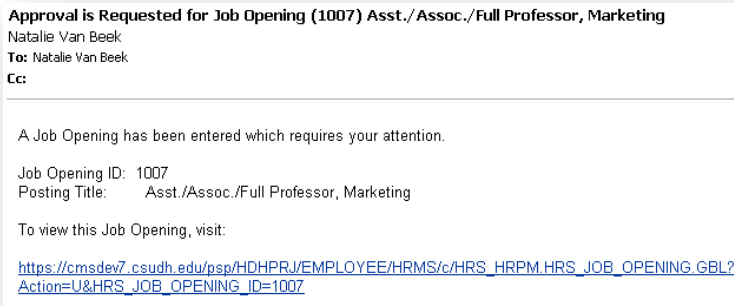


## Email Request for Approval

**Navigation:** Campus Outlook e-mail account

Open the “Approval is Requested” email you received in your campus email account inbox

- Click on the hyperlink of the Job Opening



- If you are already signed in to PeopleSoft, you will be taken directly to Job Opening (proceed to “Approve Job” section of this document on page 3 of 4)

If you are not signed in to PeopleSoft prior to clicking the hyperlink in the email,

1. Go to MyCSUDH
2. Sign in to MyCSUDH using your network User ID and Password

**signon**

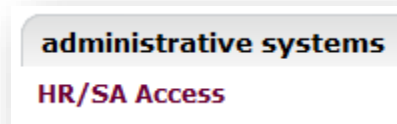
Username:  *example: ajones3*

Password:

3. Click on the Employee Tab



4. Click HR/SA Access, your taken to the menu page of PS



## Approve Job

**Navigation:** Recruiting > Pending Approvals

In the menu on the left of the screen, navigate to the Pending Approvals screen

- Click on the Recruiting
- Click on Pending Approvals



In the Pending Approvals screen

- Click on blue hyperlink for the job opening you wish to approve, which will take you to the Job Opening screen

### Pending Approvals

Pending Approvals					View All	First	1-3 of 3	Last
	ID #	Sender	Received	Subject				
<input type="checkbox"/>	1184	Ormond Rucker	04/29/2009	<a href="#">Job Approval: Director, School of Health and Human Services</a>				
<input type="checkbox"/>	1601	Adria Edwards	10/28/2011	<a href="#">Job Approval: Testing HCM 9.0</a>				
<input type="checkbox"/>	1582	Monica Ponce	07/15/2011	<a href="#">Job Approval: Institutional Review Board Compliance Coordinator, Research &amp; Funded Projects</a>				

On the Job Opening page, review the Job Opening details at each of the following links

- Job Information – Basic position information (campus information)
- Screening – Any screening questions associated with the Job Opening (Used to screen applicants in or out)
- Position Descr – Click on the blue hyperlink to view the job posting. (Internal and External Applicants view of the job posting)
- Click the Approvals link to navigate to the Approvals page

**Job Opening**

**Posting Title:** Asst.Assoc./Full Professor, Marketing      **Job Opening ID:** 1007  
**Job Opening Status:** 006 Pending Approval      **Job Type:** Standard  
**Position Number:** 00001264 Instr Fac AY  
**Business Unit:** DHCMP CSU Dominguez Hills  
**Job Family:** FAC Faculty

[Save](#) [Clone](#) [Create New](#)    [Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

[Job Information](#)    [Screening](#)    [Position Descr](#)    [Hiring Team](#)    [Approvals](#)

**Opening Information**

**'Template ID:**  DH Faculty Recruit Template  
**Job Opening Type:** Standard Requisition  
**Created By:**  Natalie Van Beek  
**Date Opened:**    
**'Openings to Fill:** Limited   
**Target Openings:**   
**Available Openings:**   
**Establishment ID**    
**Business Unit:**  CSU Dominguez Hills  
**Company:**  CSU Dominguez Hills  
**Department:**  FINANCE AND QUANTITATIVE SYS  
**Location:**  CSU Dominguez Hills  
**Recruiting Location:**  CSUDH Campus  
[Add Additional Locations](#)



On the Job Opening Approval page, enter any comments and click one of the following buttons

- Approve – Approves the Job Opening and sends email to next approver
- Pushback – Returns Job Opening to a previous approver without your approval. Include comments to explain what needs to be revised
- Deny – Denies approval for the Job Opening and stops it from continuing to the next approver

