

## Approving a Job Opening -Authorizer

### Summary:

- The Data Coordinator has created and submitted the job opening
- The Authorizer reviews the job opening and either denies or approves it.

**Step 1** - The Authorizer receives an e-mail indicating job opening 00XXX needs approval

-Click the link inside the body of the e-mail to go to the HRIS Self Service log in page.

From: hrishelp@northwestern.edu  
To: a-pall@northwestern.edu  
Subject: Approval is Requested for Job Opening (567861) Supvr Animal Care & Health

A Job Opening has been entered which requires your attention.

Job Opening ID: 567861  
Posting Title: Supvr Animal Care & Health

To view this Job Opening, visit:

[https://statler.itcs.northwestern.edu/psp/hr89dev2/EMPLOYEE/HRMS/c/HRIS\\_HRPM\\_HRS\\_JOB\\_OPENING.GBL?Action=U&HRS\\_JOB\\_OPENING\\_ID=567861](https://statler.itcs.northwestern.edu/psp/hr89dev2/EMPLOYEE/HRMS/c/HRIS_HRPM_HRS_JOB_OPENING.GBL?Action=U&HRS_JOB_OPENING_ID=567861)

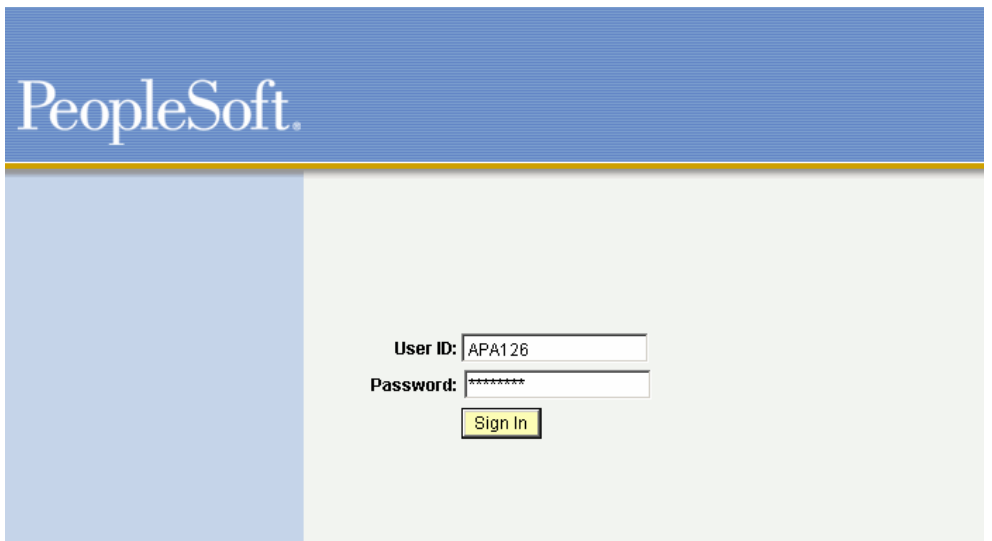
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**Step 2** - When the link is clicked, the HRIS Self Service login page appears.

- Enter your Net ID
- Enter your Password

-Click the **Sign In** button when both Net Id and password are entered.



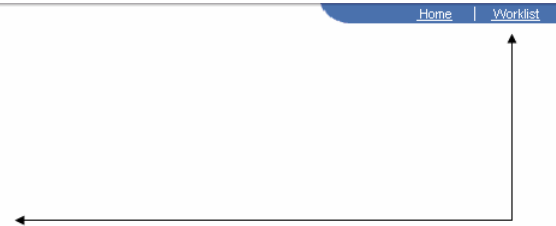
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**Step 3** - When the Sign In button is clicked, the HRIS Self Service page appears.

- To view the job opening, click Worklist title on the Menu and then click the [Worklist](#) link or click the [Worklist](#) link at the top right corner of the page.

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**Step 4** - When the worklist link is clicked, the Worklist page appears.

-Click the appropriate job opening link

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Worklist for ACP979: Alex Pall

[Detail View](#)

Work List Filters:

Worklist						View All	First	1-2 of 2	Last
From	Date From	Work Item	Worked By Activity	Priority	Link				
Jan Smith	03/19/2006	Approval Routing	Approval Workflow	<input type="text"/>	<a href="#">JobOpening_HRS_JOB_OPENING_ID:567869_6105</a>				
Bill Weiss	03/20/2006	Approval Routing	Approval Workflow	<input type="text"/>	<a href="#">JobOpening_HRS_JOB_OPENING_ID:567886_6115</a>				

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**Step 5** - When the Job Opening link is clicked, the Job Information page appears.

-To view the position description, click the [Position Description](#) link.

-To view funding, click the [Funding Information](#) link.

-To view the job opening, click on the following links:

- [Authorization](#)-shows who is the recruiter, hiring manager, authorizer, and resume receiver for the job opening.
- [Job Posting](#)-shows the posting title and job description, if a job description has been previously created, that will post on the website.

-To approve the job opening, click the [Approvals](#) link.

*Note: The Authorizer can no longer make changes to the position description, funding information and the job opening pages.*

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**Step 6** - When the approval link is clicked, the Approvals page appears.

-To add comments to the job opening enter the comment in the Comments text box and click the [Save](#) link.

-Click the **Approve** button to approve the job opening.

-Click the **Deny** button to deny the job opening.

*Note: Clicking the Deny button will close the job opening.*

*Note: If adding comments to the job opening, add the comment before approving or denying the job opening.*

## Job Opening

<b>Posting Title:</b>	Supvr Animal Care & Health	<b>Job Opening ID:</b>	567886
<b>Job Opening Status:</b>	006 Pending Approval	<b>Job Type:</b>	Standard
<b>Job Title:</b>	Supvr Animal Care & Health	<b>Job Code:</b>	100364
<b>Position Number:</b>	00036874 Supvr Animal Care & Health		
<b>Business Unit:</b>	NWNUNV Northwestern Business Unit		
<b>Department:</b>	796500 Ctr for Comparative Medicine		

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### Opening Information

<b>Job Opening Type:</b>	Standard Requisition		
<b>Created By:</b>	1040852	Bill Weiss	
<b>Date Opened:</b>	04/06/2006		
<b>Openings to Fill:</b>	Limited		
<b>Establishment ID</b>	001	Northwestern University	
<b>Business Unit:</b>	NWNUNV		
<b>Position Number:</b>	00036874	Supvr Animal Care & Health	
<b>Job Code:</b>	100364	Supvr Animal Care & Health	
<b>Establishment ID</b>	001	Northwestern University	

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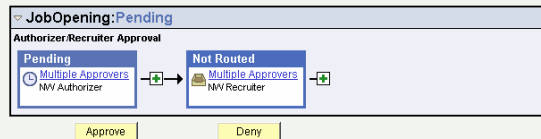
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### Job Approvals

#### Authorizer/Recruiter Approval



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**Step 7** - When the approve button is clicked, the Authorizers' approval box changes from Pending to Approved.

-The Authorizers' name appears in the box along with the date and time the approval happened.

-The Recruiters' approval box changes from Not Routed to Pending and an email is sent to the Recruiter.

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### Job Opening

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**Job Opening Status:** 006 Pending Approval      **Job Type:** Standard  
**Job Title:** Supvr Animal Care & Health      **Job Code:** 100364  
**Position Number:** 00036874 Supvr Animal Care & Health  
**Business Unit:** NWUNV Northwestern Business Unit  
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#### Job Approvals


#### Authorizer/Recruiter Approval

JobOpening: Pending [View Comments](#)

**Authorizer/Recruiter Approval**

**Approved** → **Pending**

 [Alex Pall](#)  
NW Authorizer  
2/8/2006 - 11:22 AM

→  [Multiple Approvers](#)  
NW Recruiter

**Approval Comment History**

AJP979 at 4/16/2006 - 10:40 AM  
Change the job opening to route all resumes

**Comments:** Change the job opening to route all resumes

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