CHRS Recruiting: Approving Job Requisitions and Job Offers

Things to Know:
CHRS Recruiting is a shared environment with all CSU campuses and the CO, therefore:
- You may see jobs, documents, or templates used by other campuses
- Use the naming convention “MA-” to search for Maritime jobs, offers, positions, etc.

<table>
<thead>
<tr>
<th>I: Approving Job Requisitions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong></td>
<td><strong>Screen Shots</strong></td>
</tr>
<tr>
<td>When you are listed as an Approver on a Job Card, you will receive an email alerting you that a New Job requires your approval. You may approve the job by replying to the email with the word “Approve” Or you may review, approve, or decline the job by logging in to CHRS Recruiting using the View Requisition link in the email.</td>
<td><img src="image1" alt="Screen Shot of Job Requisition Approval" /></td>
</tr>
<tr>
<td>Find the Approvals tile on your dashboard. It shows the number of jobs pending approval and the number of jobs approved. Click on “Jobs awaiting your approval” to open the list. Click the View button to open a Job Card.</td>
<td><img src="image2" alt="Dashboard Screen Shot" /></td>
</tr>
</tbody>
</table>
Scroll through the page to view the job details.

Note: the example depicts only portions of the job card.

Scroll to the bottom to find the **Approve** and **Decline** buttons.

Click **Approve** to accept the job. You can make changes before approving. You may enter comments in the **Notes** link at the top of the page.

-or-

Click **Decline** to reject the Job Card. A reason is required. Select one from the dropdown options and add comments. Click the **Submit** button.

Dropdown options:

- Budget concerns
- Business operations
- Insufficient business justification
- Withdraw
II: Approving Job Offers

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<tr>
<th>Action</th>
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<tr>
<td>When you are listed as an Approver on an Offer Card, you will receive an email alerting you that a Job Offer requires your approval. You must log in to CHRS Recruiting to view, approve, or decline the offer. Click the link in the email to log in to CHRS Recruiting using your Single Sign-On user id and password.</td>
<td><img src="image1" alt="Job Offer approval" /></td>
</tr>
</tbody>
</table>

Find the Offers tile on your dashboard. It shows the number of offers pending approval, new hires, and new hire tasks. Click on “Offers awaiting your approval” to open the list. The pending offers will display. Click the View button to open an Offer Card. | ![Offers tile](image2) | ![Offer Card](image3) |
Scroll to view the details of the offer.

Note: the example depicts only portions of the Offer Card.

The offer letter is attached in the Offer Card and can also be reviewed. To view the letter, scroll to the Offer Documents section. Click the View button to open a copy of the letter.

Scroll to the bottom to Approve or Decline the offer. A decline requires an explanatory note. Click the Submit button to save your action. Click the Maritime logo to return to the Dashboard.