Approval process of Requisitions:

1. Based on the sequencing of the approvals during the Req set-up, each approver will automatically receive an email notification that they have a pending req Request in CSOD. There are several ways for them to approve:
   a. There should be a link in this email that will take them directly to the requisition.
   b. The mobile App will also have notifications in place for approvers to review and approve requisitions from their smart phone or tablet.
   c. Approvers can also log-in CSOD from their desktop and select "Recruit" from main menu, then Recruiting Approvals to view any outstanding approvals.
2. Once submitted the requisition is routed to CHRO for staff vacancies, and Robert McKinney, then CHRO for Faculty postings.
3. After this review occurs, the requisition routes back to the Hiring manager for final review of HR/faculty Affairs notes/edits. If they agree, they will approve, triggering routing to next approvers, who will receive email notifications and approve in the same manner as above.

Approvers can view the requisition details by clicking the job title.

Recruiting Approvals

Requisition Approvals		
Pending (5) Past		
Requisition Name [ ]	Owner [ ] 🔍 **Search**	
Requisition		**Owner(s)**
New Iberia Research Center: Medical Technologist ⬆		Savoie, Ernest LeBlanc, Jerald Calais, Debra Fontenot, Jane Villinger, Francois Hoag, Arlene
		Savoie, Ernest

Once in the Req details, scroll down the page to the "Approvals" section, and click "View Approval Status", which will display all preceding approvals and any comments those approvers had made.

Approvals *

Define an approval workflow for the job requisition. Indicate if the approval workflow is sequential or concurrent.

~~View Approval Status~~ ⬅

1	User	[ ]
2	Hiring Manager (I)	
5	User	Approver (SPFAC), Finance

4. To approve, click browser back arrow, then click the Green check Mark. To deny click the Red Circle. Comments can also be made by first selecting the approval action (approve/deny) then clicking the triangle to the right of said action, which launches a free text comment box. To finalize approval action, click submit. If denied, requisition will kick back to Hiring manager, who will have to resubmit again with changes.

4. Approvers and Hiring managers can monitor the status of requisitions by navigating to the Hiring dashboard, and clicking the requisition status tab

   Pending approvals will still show as "Pending" and show whom is pending approval next; Completed requisition approvals will show as "Approved"

5. Once the final approver, Typically (Mr. LeBlanc or the President) approves, the Req will be moved from "draft" to open status.
6. HR/hiring managers will receive a notification that the req is open, and the posting should be live: If dates need to be amended, or it is not live, contact HR directly hrReply@louisiana.edu to address.
7. The career site will be linked directly to HR's website where vacancies have historically been posted.