Approving Requisitions in AppliTrack

The paper personnel request is being replaced with the AppliTrack requisition system.

Instead of signing the paper personnel request, principals, other hiring managers, budget authorities and HR Offices will approve requisitions online.

When a requisition is submitted with you as an approver, you will receive an e-mail when your approval is pending:

**Pending Approval - AppliTrack Requisition #570 - TESTING ONLY**

mailbot@applitrack.com  
Sent: Thu 2/13/2014 11:10 AM  
To: Carl Walker

Hello Principal Altura,

Requisition #570 - TESTING ONLY at Human Resources Division is pending your approval. To review this requisition, from the "Job Postings" section in AppliTrack do the following:

1. Click the "Requisition Inbox" link on the left.
2. Select the requisition from the list.

Click on the link in the e-mail and you will be taken to the login screen.

Log in with your User ID (EX: Principal Altura) and Password.

You will be taken directly to the requisition.
Click Preview to view a draft of the posting. Note that any information entered on the Main tab will not show on the Preview. HR will add any information needed from the Main tab before the posting goes live.
You can see the progress of the workflow of approvers by accessing the Approval Process tab.

If everything looks correct, you can use the Approve Requisition button.

If you must Deny the requisition, please leave a comment as to why and then work with the person who first submitted the requisition (Test Principal in this screenshot). The person who submitted may be able to make corrections and resubmit or can delete the requisition altogether.

Once the Final Approver approves, the requisition will be scheduled to go live as a job posting on AppliTrack.

After approving (or denying) you can close the browser window.