

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

GUIDE FOR APPROVERS

APPROVING A JOB

When an approver is required to approve a job, they will receive an email containing a link to the job. The link within the email will take the approver directly to the job that needs approving. Alternatively, the approver can log into the system and click the **"My Job Approvals"** link on the main PageUp menu.

EMAIL EXAMPLE:

Product:*

Event Type:

Title:*

E-mail

From:

Subject:

Message:

[Show merge field information](#)

Paragraph | Font Family | Font Sizes | **B** | *I* | U | ~~S~~ | [List Icons] | **A** | **A** | [Undo] | [Redo] | [Link] | [Image] | [Table] | *Ix* | **<** **>**

Hi [\(USERFIRSTNAME\)](#).

A job requisition for position [\(JOBTITLE\)](#) - Job Number: [\(JOBNO\)](#) has been allocated to you for approval. You can approve the requisition as is or make amendments as required before approving. Please discuss amendments with the "Hiring Coordinator". You can also decline the job if this requisition is not approved.

Quick reference job details

Job Title: [\(JOBTITLE\)](#)

Department: [\(JOBDEPARTMENT\)](#)

Manager: [\(REQUISITIONERFIRSTNAME\)](#) [\(REQUISITIONERLASTNAME\)](#), [\(REQUISITIONERPOSITION\)](#)

Worktype: [\(JOBWORKTYPE\)](#)

Duration: [\(JOBEMPLOYMENTDURATION\)](#)

Payscale: [\(JOBPAYSCALE\)](#)

To approve the job requisition via email, please reply to this email with the word **"Approve"**.

Please Note: the word "Approve" is the only valid response accepted via the email job approval option.

OR

To view the job requisition in more detail, approve, provide comment or decline, please click the following link to go to the online system to manually do so: [\(REQUISITIONLINK\)](#)

Kind regards,

Department of Human Resources Management
Mississippi State University

Note: The link provided in the email is intended for the original recipient only, do not forward this link to another recipient. The approver will review the job card and job details.

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The approver may login into the system with their net ID and password to access the PARF. Once the user is logged in, click on 1 – jobs awaiting approval and the PARF may be viewed and approved.

The screenshot shows the user interface for an approver. At the top left is the Mississippi State University logo. The header area is dark blue with the text "MISSISSIPPI STATE UNIVERSITY" and the name "Joe" on the right. Below the header is a white dashboard area. It starts with "Welcome Joe". There are two main sections: "APPROVALS" (orange button) and "SEARCH COMMITTEE REVIEW" (green button). The "APPROVALS" section shows "0 - jobs awaiting your approval", which is circled in red. A red arrow points from the text in the paragraph above to this circled text. The "SEARCH COMMITTEE REVIEW" section shows "0 - jobs requiring search committee review".

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The approver will be presented with the following options at the bottom of the job card or they can select approve within the email.

- Save Draft
- Approve
- Decline
- Cancel

If the approver clicks **“Decline”**, they will be prompted to add a comment as to why they are declining. An email with these details will be sent to the Hiring Coordinator so that any applicable changes can be made to the requisition if required. After these are made, the approval process will need to start again from the beginning.

If they select **“Approve”**, they will be taken back to the ‘Manage Job Approvals’ screen, and a message indicating that the document has been approved will appear.

When all approvers have approved, the process is complete and the Hiring Coordinator, Hiring Authority, and HR Generalist will receive an email to inform them when the job approval process is complete, the job status will be changed to ‘Approved’.

Once the requisition is approved, the HR Generalist will then post the requisition to the MSU recruiting website.