1) With the Request Changes feature, approvers will now have two options when reviewing UC Recruit items: APPROVE or REQUEST CHANGES.

2) If all looks good, the approver may select APPROVE; routing will continue to next approver.

3) If changes are requested, open the request through the email notification, or by going to your recruitment’s Reports area:
   a) If accessing through Reports, look for orange Changes requested
      • Look for the approval step with an orange highlighter and click on Details
      • Search Waivers function similarly in the Approval Request area rather than in Reports

4) You will see which approver made the request as well as the details of the request. If you have made the changes and are ready to resolve, click Do you want to resolve it?

5) A notice will pop up:

6) Add a comment as appropriate (recommended):

7) Click Resolve request