

- 1) With the **Request Changes** feature, approvers will now have two options when reviewing: **APPROVE** or **REQUEST CHANGES**

Make decision as department chair

Your decision and comment will be entered into the permanent record of this approval.

Approve
Consent to the recruitment moving forward in its current state. You will not be able to change your decision. The next approver will be notified and asked for their decision.

Request changes
Withhold your approval until changes are made to the recruitment. The approval submitter will be notified, and this approval will be held until they make the necessary changes and send it back to you for a new decision.


Comment

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



- a) A Comment may be entered if desired.
- 3) If changes are needed, enter Comments as appropriate and click **REQUEST CHANGES** button.
 - a) The resolved request will be returned to you as the current Approver, but you may also opt to send it backwards to a previous Approver, if appropriate.

EXAMPLE:

Make decision as dean's analyst 

Your decision and comment will be entered into the permanent record of this approval.



Approve

Consent to the recruitment moving forward in its current state. You will not be able to change your decision. The next approver will be notified and asked for their decision.



Request changes

Withhold your approval until changes are made to the recruitment. The approval submitter will be notified, and this approval will be held until they make the necessary changes and send it back to you for a new decision.

When resolved, require a review from the...


Dean's Analyst (you) 

This approver will be notified of the request immediately, and will be asked to review when the request is resolved

*** Comment**

Please specify "at time of application" for the Basic Qualification in two places:

- 1) Details > Description
- 2) Qualifications > Basic Qualifications

Ensure that ad text with JobElephant is also updated. 

[> Formatting Help](#)

Request changes [Cancel](#)

- 4) Once the Department Analyst resolves the request, you will be notified by email and the approval will return to your dashboard.
 - If the request has been resolved, you may **APPROVE**.
 - If not resolved or if new issues have occurred, you can request further changes.

- 5) Please note:
 - a) The person who opened the change request can also resolve the request themselves within the “Details” modal
 - b) If the approver selects “Approve” within the “Make Decision Now” modal, and an open change request exists on that step, a yellow highlighted box will open up displaying information about the change request.
 - c) The approver can check a box to “resolve all change requests at the same time as approving the step.” (Please approach this option carefully; consult as needed).
 - d) Search Waivers function similarly in the **Approval Request** area (rather than under **Reports**).