Approver Guide
Approving/Declining a Posting

Note: Be sure to 'Allow pop-ups' for the Talent Acquisition System (TAS)

1. When a position requisition is ready for review, an email notification will be sent. This email will contain general information related to the action. Click the hyperlink in the email to be directly taken to the action.

Dear Abigail,

You are required to approve the offer details for Ellie Masterson for the position of Equity Officer, Posting# 492385, so that an offer can be made.

Please click on the link below, then login using your email address and password (security keyword is: New Mexico State University). You will be able to view, amend and approve the offer details for Ellie Masterson.

Click here

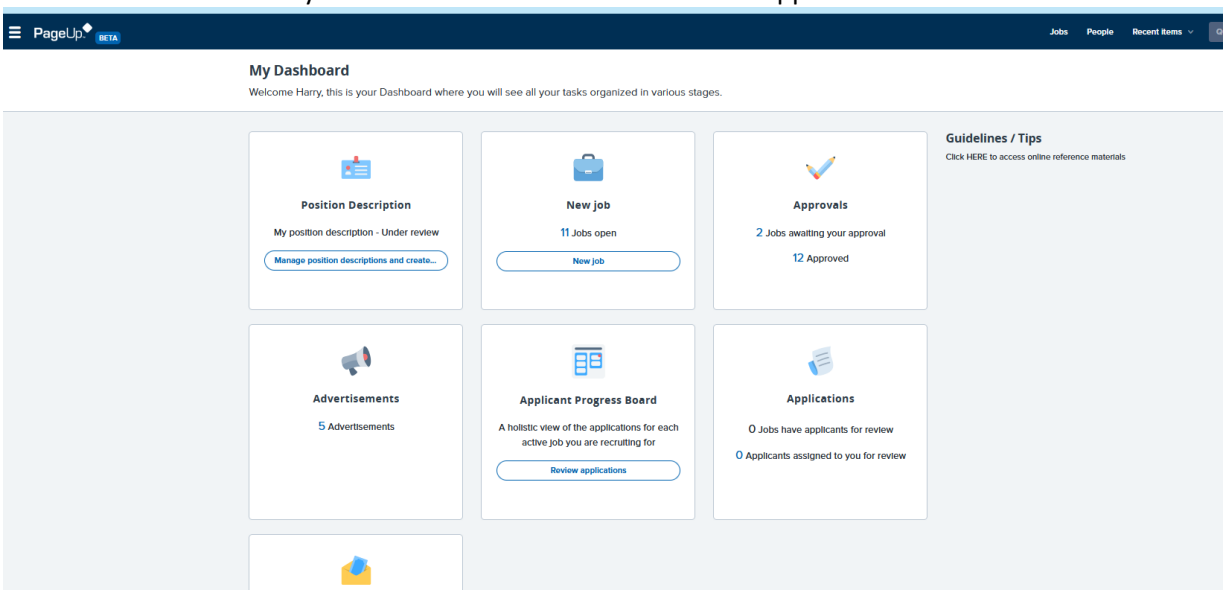
Once approved, the offer details will automatically workflow to the next approver.

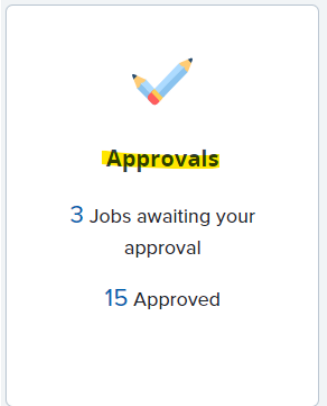
Should you have any queries, please feel free to give me a call on the number listed below.

Kind regards,

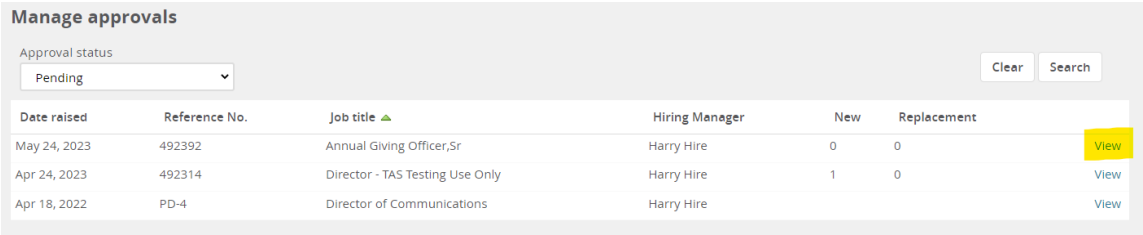
Team Hrs
teamhrs@nmsu.edu

2. You can also get to actions pending your approval through your TAS dashboard which may have different views based on your role. Click on the link within the "Approvals" tile.

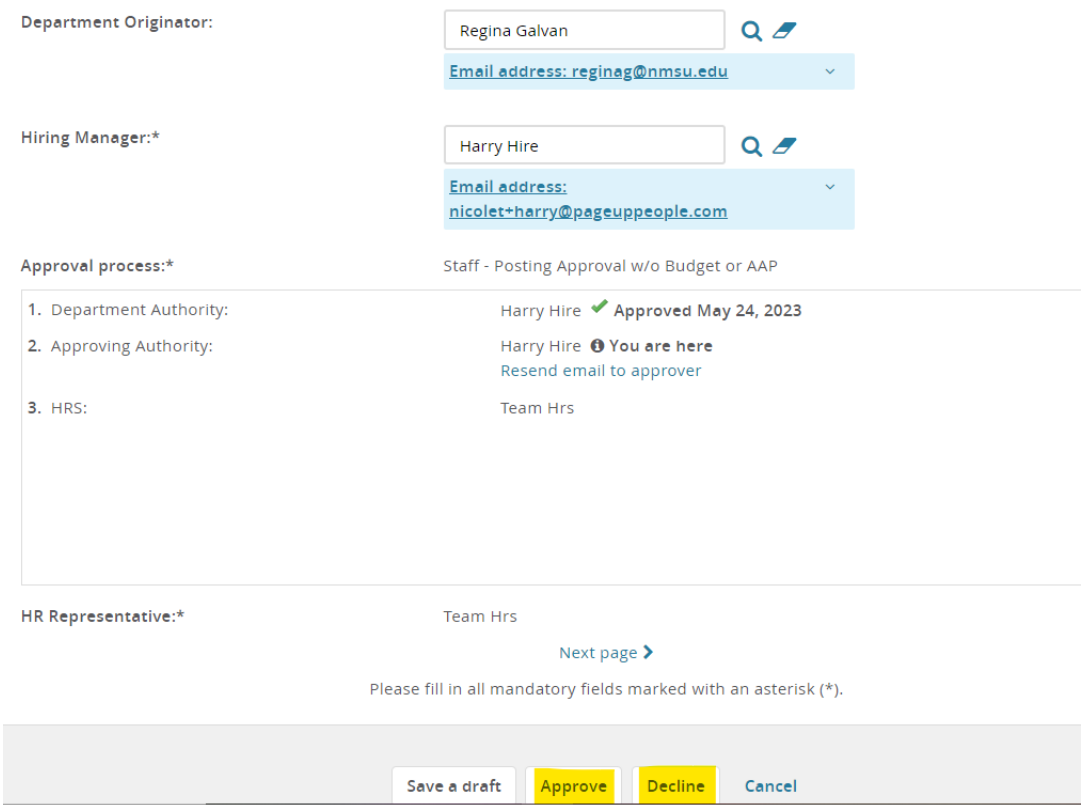
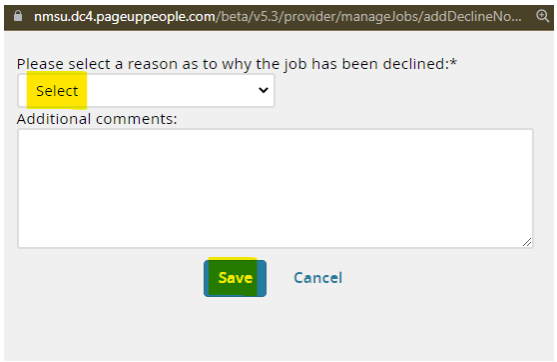




3. Click on View next to the job that needs to be approved.



4. Review all fields completed on the Posting. Make updates, as needed.
5. Once the position description/requisition has been thoroughly reviewed, click Approve or Decline based on the review.



a. Approve: Triggers a notification to go to the Department Originator, Hiring Manager and HR Representative listed on the requisition giving them status on the action.
b. Decline: Triggers additional action to take, then will trigger the Originator to update based on feedback provided. The Originator will complete the necessary action, then re-start the approval process again.
    i. Enter the reason for declining the role from drop down.
    ii. When declining, provide comments on why action was declined.
    iii. Click Save.