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.
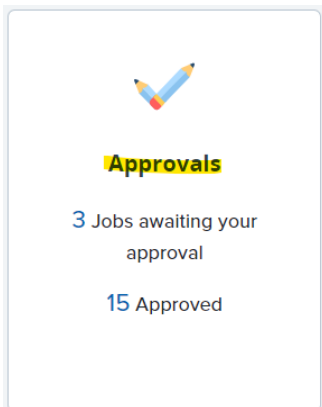>
> Kind regards,
>
> **Team Hrs**
> teamhrs@nmsu.edu

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.

Approvals

3 Jobs awaiting your approval

15 Approved

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

Manage approvals

Approval status

Pending ▼

Clear   Search

Date raised	Reference No.	Job title ▲	Hiring Manager	New	Replacement	
May 24, 2023	492392	Annual Giving Officer,Sr	Harry Hire	0	0	View
Apr 24, 2023	492314	Director - TAS Testing Use Only	Harry Hire	1	0	View
Apr 18, 2022	PD-4	Director of Communications	Harry Hire			View

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.

Department Originator:

Regina Galvan

Email address: reginag@nmsu.edu

Hiring Manager:*

Harry Hire

Email address:
nicolet+harry@pageuppeople.com

Approval process:*   Staff - Posting Approval w/o Budget or AAP

1. Department Authority: Harry Hire ✔ Approved May 24, 2023
2. Approving Authority: Harry Hire ❶ You are here
     Resend email to approver
3. HRS: Team Hrs

HR Representative:*   Team Hrs

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Please fill in all mandatory fields marked with an asterisk (*).

Save a draft   Approve   Decline   Cancel

a. <u>Approve: Triggers</u> a notification to go to the Department Originator, Hiring Manager and HR Representative listed on the requisition giving them status on the action.

b. <u>Decline: Triggers</u> 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.

🔒 nmsu.dc4.pageuppeople.com/beta/v5.3/provider/manageJobs/addDeclineNo... 🔍

Please select a reason as to why the job has been declined:*

Select ▼

Additional comments:

Save   Cancel