Approver Guide
Approving/Declining a Position Description
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.

    > Hi Abigail,
    >
    > A position description **Acad Dept Head** - Position Description Number: **PD-15.** has been allocated to you for approval.
    >
    > You can approve the position description as is or make amendments as required before approving. Please discuss amendments with the "Hiring Manager". You can also decline the position description if it is not approved.
    >
    > To view the position description in more detail, approve, provide comment or decline, please click the following link to go to the online system to manually do so:
    >
    > **View Position Description**
    >
    > Please Note: this is accessible by computer only.
    >
    > If you have any questions regarding this action, please contact your HRS Business Partner. Please do not reply directly to this email.
    >
    > Kind regards,
    >
    > Team HRS
    >
    > **New Mexico State University**

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 position description. Make updates, as needed.
5. Once the position description has been thoroughly reviewed, click Approve or Decline based on the review.

Notification will be sent to those indicated on the Department Originator and Hiring Manager.

Hiring Manager:* Abigail Denham-Worley 🔍 ✐

Email address: denhama@nmsu.edu ⌄

Approval process:* New Position Request - Faculty

1. Department Authority:	Abigail Denham-Worley ✔ Approved May 29, 2023	
2. Approving Authority:	Abigail Denham-Worley ❶ You are here	
	E-mail sent!	
3. Provost:	Alan Shoho	
4. Budget:	English Begley	

[Update PD] [Edit] [Cancel]

HR Representative:* Team Hrs

Next page ❯

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