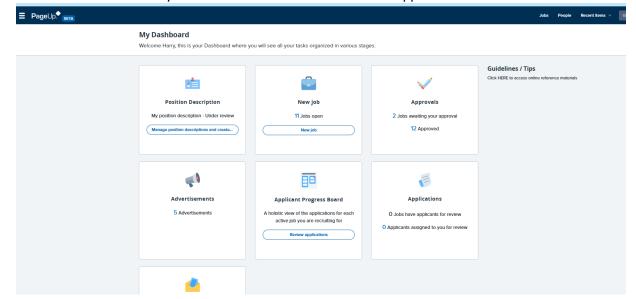


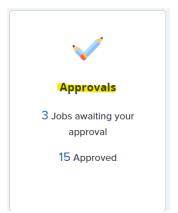
Approver Guide Approving/Declining a Position Description Note: Be sure to 'Allow pop-ups' for the Talent Acquisition System (TAS)

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.





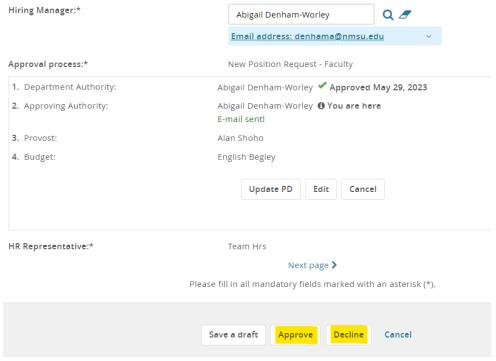
3. Click on View next to the job that needs to be approved.



- 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.

User Guide

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



- 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.

