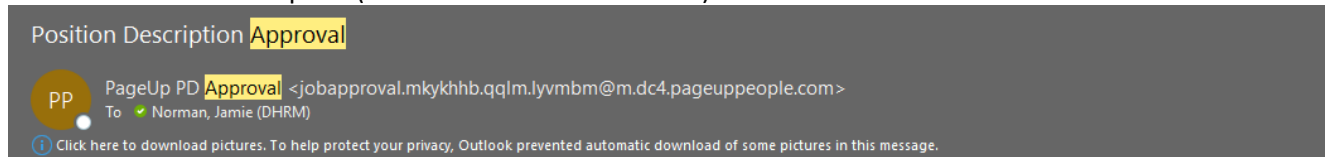


Approving/Declining a Requisition or Position Description

1. When a position description/requisition is ready for review, an email notification will be sent. This email will contain general information related to the role. Click the associated hyperlink to be directly taken within PageUp.

NOTE: Users who are non-COV should click the link that is specifically indicated for use.

PD communication template (links indicated in screenshot)::



CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi JAMIE,

A position description for the **Backup Dancer** - Position Description Number: **70260** has been sent to you for **approval**.

You can approve or decline the position description or make changes before approving. Please discuss any changes with the Supervisor.

To review the position description, please click the following link to access the PageUp system:

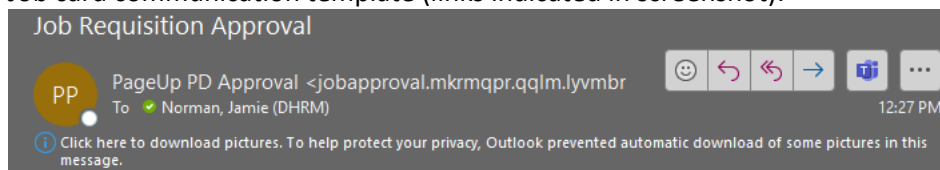
[View Position Description](#)

Please Note: This is accessible by computer only. Non-COV network users please log in [HERE](#) and navigate to the Position Description library.

Kind regards,

Test Child Agency Recruitment Team

Job card communication template (links indicated in screenshot):



Hi JAMIE,

A job requisition for position **Assistant Test Manager** - Job Number: **5045174**. has been sent to you for approval.

You can approve the requisition as is or make amendments as required before approving. Please discuss amendments with the Hiring Manager. You can also decline the job if this requisition is not approved.

Quick reference job details

Job Title: Assistant Test Manager

Agency: Test Child Agency

Manager: Jason Recruiter,

Job Type:

Payscale: 4

To view the job requisition in more detail, approve, provide comment or decline, please click the following link to login [View requisition](#).

Please Note: Non-SSO users please log in [HERE](#).

Kind regards,

Test Child Agency Recruitment Team

2. Review all fields completed on the Position Description or Job Card.

The screenshot shows the 'Admin and Office Spec II' requisition form. The header includes the PageUp logo and navigation links for Jobs, People, Reports, Recent Items, and a search bar. The main title is 'Admin and Office Spec II' with a sub-note 'Raised from: PD-50 - AOSII'. Below the title are tabs for Position Info, Notes, Sourcing, Documents, and Reports. The 'Position Info' tab is active, displaying the 'REQUISITION INFORMATION' section. This section contains several fields: 'Reason' (New Position), 'Position Title and Number' (ROP00173), 'Working Title' (Admin and Office Spec II), 'Requisition Number' (492335), and 'Role Title & Code' (Admin and Office Spec II). A 'Details' dropdown menu is also visible.

3. Once the position description/requisition has been thoroughly reviewed, click Approve or Decline based on the review.

The screenshot shows the 'USERS AND APPROVALS' section of the requisition form. It includes fields for 'Agency Director' (No user selected), 'Hiring Manager' (LONI BROWN), and 'Approval process' (Job Card Approval). Below these is a list of approvers, with '1. HR Supervisor: Ronald Recruiter' highlighted. A 'Cancel' button is visible next to the highlighted approver. At the bottom, there is a 'Recruiter' field (LONI BROWN) and a 'Next page' link. A note at the bottom states: 'Please fill in all mandatory fields marked with an asterisk (*).'

- a. **Approve:** Triggers a notification to go to the Recruiter and Hiring Manager on the requisition allowing them to proceed with posting the role.
- b. **Decline:** Triggers additional action to take, then will trigger the Recruiter to update based on feedback provided. The Recruiter will complete necessary action, then re-start the approval process again.
 - i. Enter the reason for declining the role from drop down.

- ii. Provide commentary for Recruiter.
- iii. Click Save.

The screenshot shows a web browser window with the address bar displaying `dhrm.dc4.pageuppeople.com/v5.3/provider/manageJobs/addDeclineNote.asp?UjobID=492335`. The page title is "Decline - Google Chrome". The main content area is a form titled "Please select a reason as to why the job has been declined:*".

Annotation 1 points to a dropdown menu with the selected option "Job not approved for posting".

Annotation 2 points to a text area labeled "Additional comments:" containing the text "Test position - Decline".

Annotation 3 points to a blue "Save" button, with a "Cancel" button next to it.

Below the form, there is a "Cancel" button.