

# Approve/Open Job Requisition

## Overview

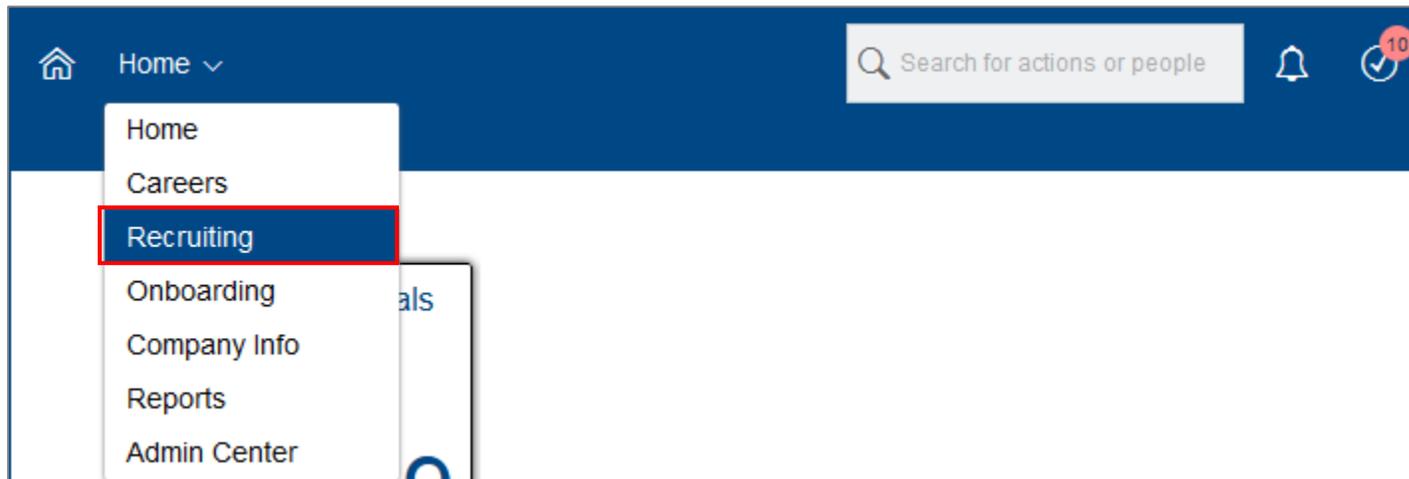
After a position vacancy is created in SAP, a corresponding job requisition is generated in SuccessFactors through an [interface between the systems](#).

HR Shared Services must access the job requisition and approve/open it in order to create the corresponding job posting(s). There are two methods that can be used to accomplish this:

- [Approve Job Requisition from List](#)
- [Display and Open Job Requisition](#)

## Approve Job Requisition from List

1. Click the **Home** menu and select **Recruiting** from the drop-down.



The *Job Requisitions* screen appears and displays a list of job requisitions.

2. Do **one** of the following:

- Click the **checkbox** beside **each individual job requisition you wish to approve** (a checkmark appears in each applicable checkbox).

The screenshot shows the SAP SuccessFactors Job Requisitions interface. At the top, there is a navigation bar with 'Recruiting' and a search bar. Below this is a sub-navigation bar with 'Job Requisitions', 'Preferences', 'Candidates', 'Interview Central', and 'Interview Scheduling'. The main content area is titled 'Job Requisitions' and includes a 'Requisition Statistics' section with metrics for Candidates Forwarded, New Candidates, Current External Requisitions, Current Internal Requisitions, and Average Days Open. A table below the statistics lists job requisitions with columns for 'Select All', 'Job Title', 'Requisition ID', 'Position Number', 'Org Chief', 'OESH and French Language Services', 'HR Shared Services', and 'HR Consultant / Director'. The first row in the table has a checked checkbox, which is highlighted by a red box and a red arrow. The other two rows have unchecked checkboxes.

Select All	Job Title	Requisition ID	Position Number	Org Chief	OESH and French Language Services	HR Shared Services	HR Consultant / Director
<input checked="" type="checkbox"/>	[Blurred]	5212	22013160	[Blurred]	OESH Disability Case Management	HRSS Req Approval	[Blurred]
<input type="checkbox"/>	[Blurred]	5193	22013159	[Blurred]	OESH Disability Case Management	HRSS Req Approval	[Blurred]
<input type="checkbox"/>	[Blurred]	5192	20042327	[Blurred]	OESH Disability Case Management	HRSS Req Approval	[Blurred]

Or

- Click the **checkbox** beside **Select All** (a checkmark appears in the checkbox and in the checkboxes ).

Job Requisitions

Requisition Statistics

0 Candidates Forwarded   0 New Candidates   0 Current External Requisitions   0 Current Internal Requisitions   Average Days Open 0

Items per page 150   Page 1 of 3

Approve   Filter Job Requisitions   Job requisitions pending approval   Filter Options   Display Options   Highlight Job Title

<input checked="" type="checkbox"/> Select All	Job Title	Requisition ID ↓	Position Number	Org Chief	OESH and French Language Services	HR Shared Services	HR Consultant / Director
<input checked="" type="checkbox"/>		5212	22013160		OESH Disability Case Management	HRSS Req Approval	
<input checked="" type="checkbox"/>		5193	22013159		OESH Disability Case Management	HRSS Req Approval	
<input checked="" type="checkbox"/>		5192	20042327		OESH Disability Case Management	HRSS Req Approval	

3. Click **Approve**.

Approve   Filter Job Requisitions   Job requisitions pending approval   Filter

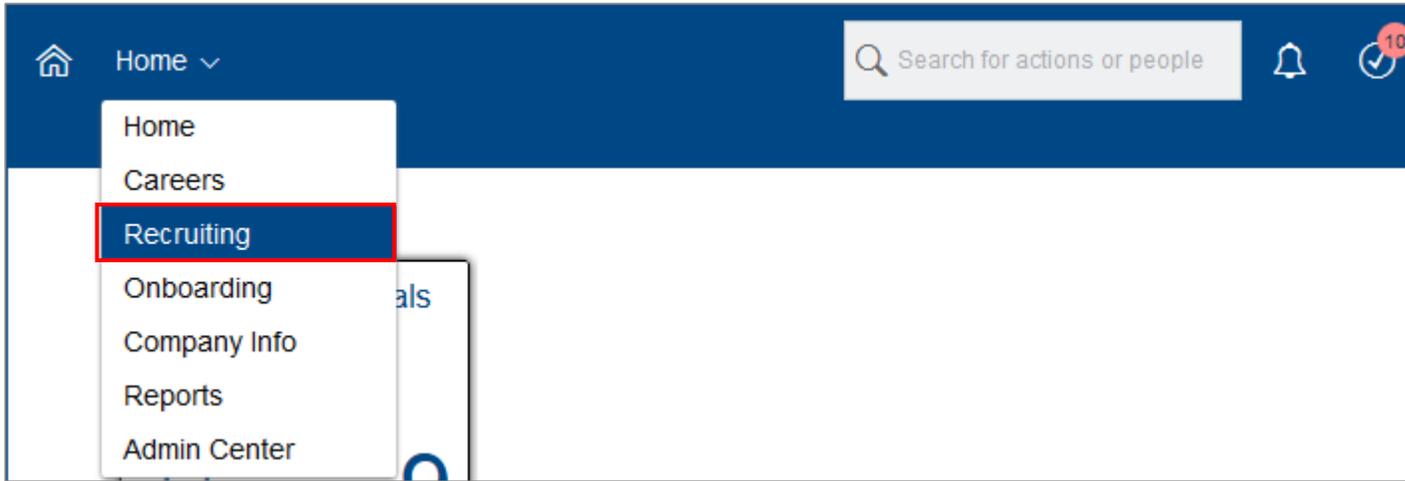
Select All   Job Title   Requisition ID ↓   Position Number   Org Chief

### Next Steps

The applicable job requisition(s) is approved, and HR Shared Services can [create a job posting\(s\)](#).

## Display and Open Job Requisition

1. Click the **Home** menu and select **Recruiting** from the drop-down.



The *Job Requisitions* screen appears and displays a list of job requisitions.

2. Click the **applicable job requisition** link in the **Job Title** column.

<span>Approve</span> <span>Filter Job Requisitions: All job requisitions</span> <span>Filter Options</span> <span>Display Options</span> <span>Highlight Job</span>					
Select All	Job Title	Requisition ID ↑	Org Chief	Currently With	Due
	<a href="#">Dietitian</a>	2703	Eunice Armstrong	Misericordia Req Approval	11/06/2017
	<a href="#">Dietician DEV</a>	2706	Braden Meikle		11/06/2017
	<a href="#">Dietitian - 2744</a>	2744	Eunice Armstrong		11/09/2017

The *Job Requisition Detail* screen appears, displaying all information associated with the requisition, organized by headings.

3. Scroll down to the bottom of the Job Requisition Detail screen.

4. Click **Open Requisition**.

The following table lists and describes each button option.

Button	Result
<b>Save and Close</b>	Your work will be saved and you can return later to complete and approve the requisition. <b>Note:</b> All required fields must be completed before saving the requisition.
<b>Close Without Saving</b>	Your work will not be saved and you will need to start over the next time you select the requisition.
<b>Open Requisition</b>	The job requisition is completed and can now be opened/approved for job posting(s).

The *Open Requisition* screen appears.

5. Click **Open Requisition**.

**Note:** Click *Cancel & Return to Form* if you want to return to the job requisition before opening it.

Job Requisitions Preferences Candidates Interview Central Interview Scheduling

(5212)

Route Map

Assessment Completed

1 HR Shared Services Approval i 2 Completed

Open Requisition

You are about to approve this requisition. Please note, this will not post the requisition.

Cancel & Return to Form Open Requisition

You return to the Job Requisitions screen.

## Next Steps

The applicable job requisition(s) is approved, and HR Shared Services can [create a job posting\(s\)](#).