

Correcting or Terminating Approval Path

Taleo Version 21A

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Saskatchewan! 

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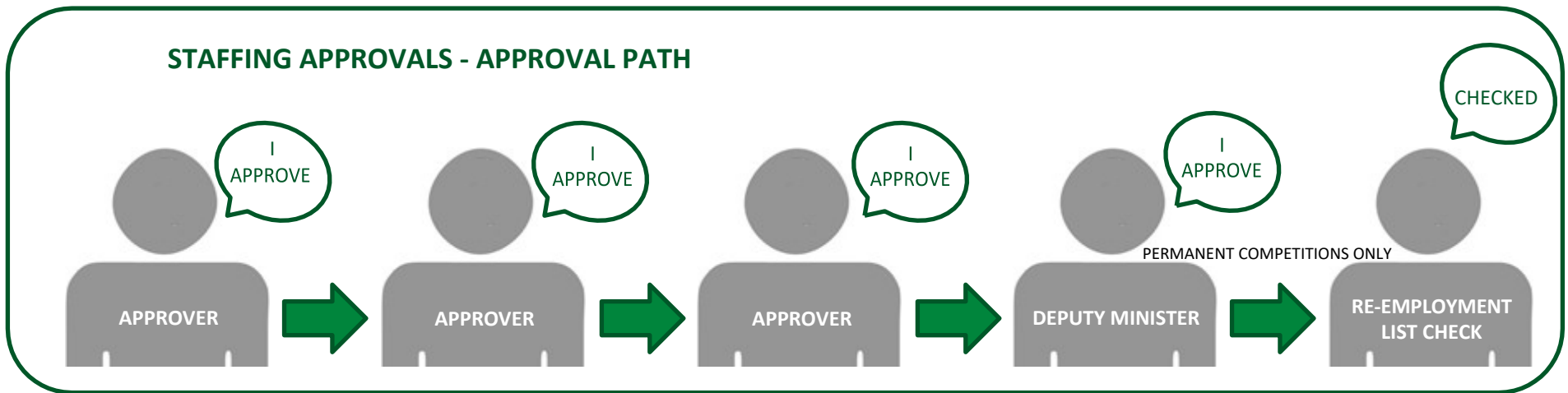
Before You Begin

You will need the list of required approvers within the ministry, called the Approval Path. The Approval Path will differ, from one ministry to the next.

If you are unsure of your ministry's Approval Path, consult with your Manager, Director, or Executive Director.

Every competition must be approved by the ministry's Deputy Minister (or designate) within Taleo.

The Re-Employment List Check must be the last approver for every permanent competition. Non-permanent competitions do not require Re-Employment List Check.



Reordering, Removing, or Adding Approvers

The screenshot shows the Taleo interface for a requisition. The top navigation bar includes 'Saskatchewan' and various tabs like 'RECRUITING', 'TASKS', 'REQUISITIONS', 'CANDIDATES', 'CANDIDATE POOLS', and 'SEARCH'. The main content area is titled '21A.1 testing - student created by HRBP by copy (ID: COM001368)'. The 'Approvals' tab is active, showing an 'Approval process for this requisition' section. A table lists the approvers with columns for Order, Approver, Decision, Date & Time, and Decision Comment. The first row shows Order 1, Approver TestHM2 SSI, and a blank Decision column. A 'Modify Approval Process' link is highlighted with a red box. Below the table, there is a 'Message to Approvers' section.

Order	Approver	Decision	Date & Time	Decision Comment
1	TestHM2 SSI			

From the Requisition List in Taleo, click the title of the job.

Click the **Approvals** tab.

The Approval Request email is sent to approvers in the order they appear in the Approval Path. As soon as an approver approves, the next Approver will receive the Approval Request email.

To determine who has already made their Approval Decision, refer to the Decision column. Those who have not yet made a decision will be blank.

The top-most Approver who is blank has received the Approval Request email, and their decision is still pending.

Because the Approval Request email has already been sent, it is not possible to:

- Recall an Approval Request email
- Remove an Approver who has already received the Approval Request email
- Insert an Approver before someone who has already received the Approval Request email

Click **Modify Approval Process** link.

Approvals

You are modifying approval process of this requisition

[Add Approvers](#) [Reorder](#)

Order	Approver	Decision	Decision Comment
1	TestHM2 SSI	Pending	
3	TestHMA2 SSI	Pending	
2	TestHRBP SSI	Pending	

Add the approvers to the list of collaborators defined for this requisition

Add the approvers to the list of my frequent collaborators

Reason for modifying the approval process *

test

Characters remaining : 996

After the approval process, assign to * TestHMCA SSI

[Cancel](#) [Save and Close](#)

Reorder Approvers

You can reorder the list if needed, by changing the numbers to the left of each name, then clicking the **Reorder** link at the top of the list.

The **Reason for modifying the approval process** field is mandatory.

Click **Save and Close** when all of the correct Approvers are in the correct order.

Approvals

You are modifying approval process of this requisition

[Add Approvers](#) [Reorder](#)

Order	Approver	Decision	Decision Comment
1	TestHM2 SSI	Pending	
3	TestHMA2 SSI	Pending	
2	TestHRBP SSI	Pending	

Add the approvers to the list of collaborators defined for this requisition

Add the approvers to the list of my frequent collaborators

Reason for modifying the approval process *


test

Characters remaining : 996

After the approval process, assign to * TestHMCA SSI

[Cancel](#) [Save and Close](#)

Remove Approvers

To remove an Approver that has not yet received the Approval Request email, click the  to the right of the Approver's name.

The **Reason for modifying the approval process** field is mandatory.

Click **Save and Close** when all of the correct Approvers are in the correct order.

Approvals

You are modifying approval process of this requisition

[Add Approvers](#) [Reorder](#)

Order	Approver	Decision	Decision Comment
1	TestHM2 SSI	Pending	

Add the approvers to the list of collaborators defined for this requisition
 Add the approvers to the list of my frequent collaborators

Reason for modifying the approval process *

tes

Characters remaining : 996

After the approval process, assign to * TestHMCA SSI

Add Approvers

Click **Add Approvers**.

Add Approvers

Please select the approvers for this requisition (20 max). The sequence of selection will be respected.

300 Potential approvers are available

Suggested Users
 Frequent Collaborators

Keyword

User Group: All

Department

Name

Email Address

Employee ID

Job Title

Name	Email address
<input type="checkbox"/>	84FB80AC95E5E8E053257D5C0A84E4@invalidemail.com
<input type="checkbox"/>	201BF0DC070351AAE04400306E4722F3@invalidemail.com
<input type="checkbox"/>	B4BAF9C228939DFE040680A955051BD@invalidemail.com
<input type="checkbox"/>	6380CBA88FEC362FE040650AB20629D1@invalidemail.com
<input type="checkbox"/>	594D36C9C79B623CE040650AB2063605@invalidemail.com
<input type="checkbox"/>	6F48DABFEE39947E053237D5C0A4D57@invalidemail.com
<input type="checkbox"/>	5275D4767D63EF95E053277D5C0A4A4F0@invalidemail.com
<input checked="" type="checkbox"/>	A2D7768EE74521A6E053217D5C0A663A@invalidemail.com
<input type="checkbox"/>	82648D4F3D4E78A7E05327D5C0A8CAE@invalidemail.com
<input type="checkbox"/>	201BF0DC0A3F51AAE04400306E4722F3@invalidemail.com
<input type="checkbox"/>	6344B752AD8C8651E053237D5C0AC82B@invalidemail.com
<input type="checkbox"/>	8D98B904E891D88E040680A49501158@invalidemail.com
<input type="checkbox"/>	667A7BD9C9C305E040650AE1061C5E@invalidemail.com
<input type="checkbox"/>	0067488B0903FF4E0535F50680A81EE@invalidemail.com
<input type="checkbox"/>	AF582814C002D433E05327D5C0A9D64@invalidemail.com

Page 1 of 20 (1-15 of 300 items)

Use the **Filters** section in the left panel to search for the names of your Approvers, then click the **Apply Filters**. Check the box beside the Approvers name in the order that they will approve (for example, a Director will appear before an Executive Director).

Your Manager, Director, or Executive Director can assist you in identifying your approval path, if you are unsure.

Click on **Add/Update Approvers**.

The last approvers must be:

- Deputy Minister (or designate), then
- “Re-employment List Check” (permanent positions only)

The Approvers you add will appear at the bottom of the list. Reorder the list if needed.

The **Comment to Approvers** or **Reason for modifying the approval process** field is mandatory.

Terminating Approval

The first screenshot shows the 'More Actions' menu for a requisition, with 'Terminate Approval Process' highlighted. The second screenshot shows the 'Approvals' table and a 'Comments' box where the user has entered 'I want to apply new approver team!'. The third screenshot shows a confirmation message: 'You have terminated the approval process successfully'.

Order	Approver	Decision	Date & Time	Decision Comment
1	Summer Student Program Coordinator Service	Pending	-	
2	Ireacu Obioha	Pending	-	
3	Alison Lara	Pending	-	
4	Ali Zainuddin	Pending	-	

Comments
I want to apply new approver team!

Buttons: Cancel, Terminate approval process

From time to time, reordering, removing, or adding Approvers is not sufficient to correct an Approval Path, and the Path must be terminated and started again.

To Terminate an Approval, you must be the Hiring Manager or Hiring Manager Assistant for the competition. Collaborators do not have the system permission to do this activity.

From the **More Actions** drop-down menu, click **Terminate Approval Process**.

In the Comments box, indicate why the Approval is being terminated, then click **Terminate approval process**.

The Recruiter, Hiring Manager, and Hiring Manager Assistant will receive an email confirming termination of the Approval Path, and the competition's status will go back to Draft.

You can now proceed to Request Approval using the correct Approvers.