Requesting Approval (Professional)
Taleo Version 21A

Saskatchewan

Table of Contents

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.
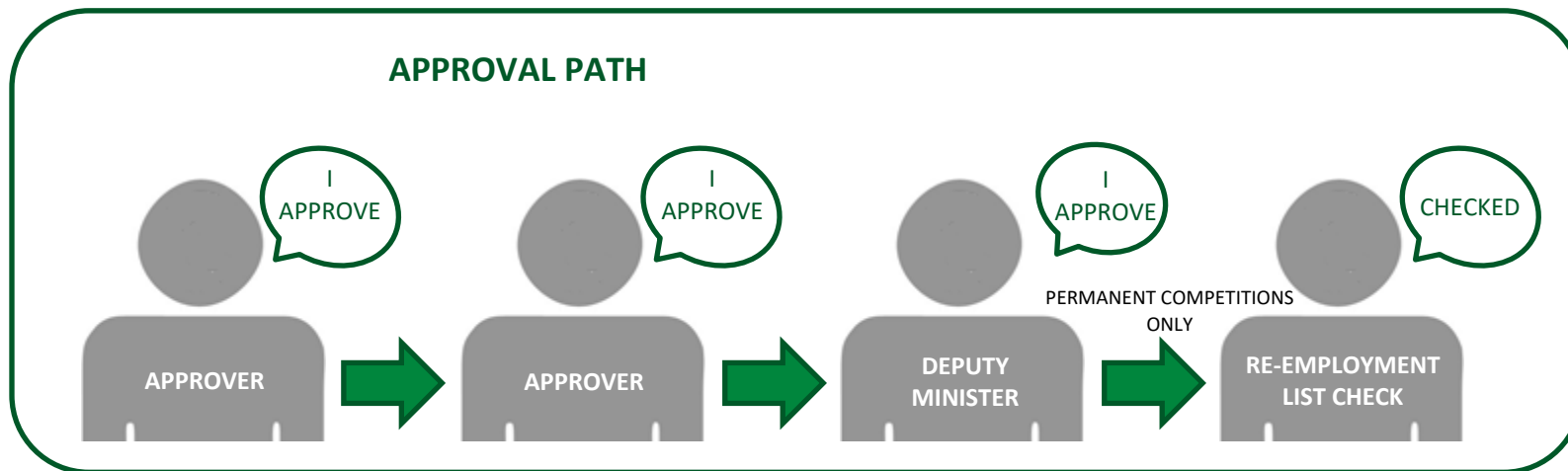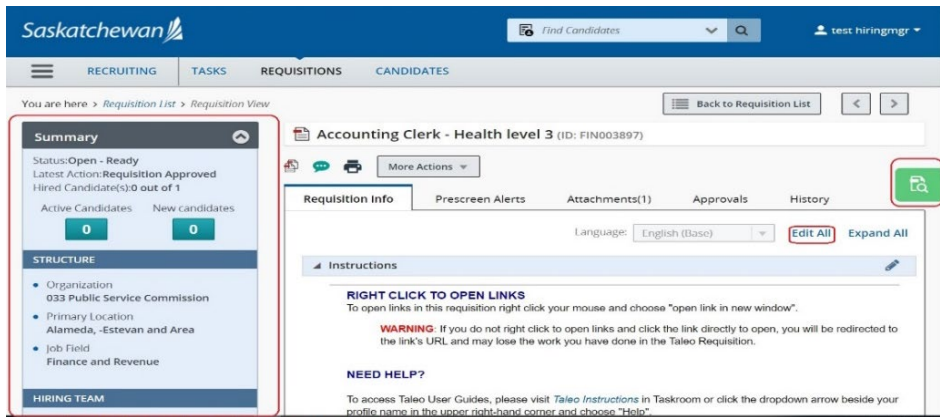
Requesting Approval
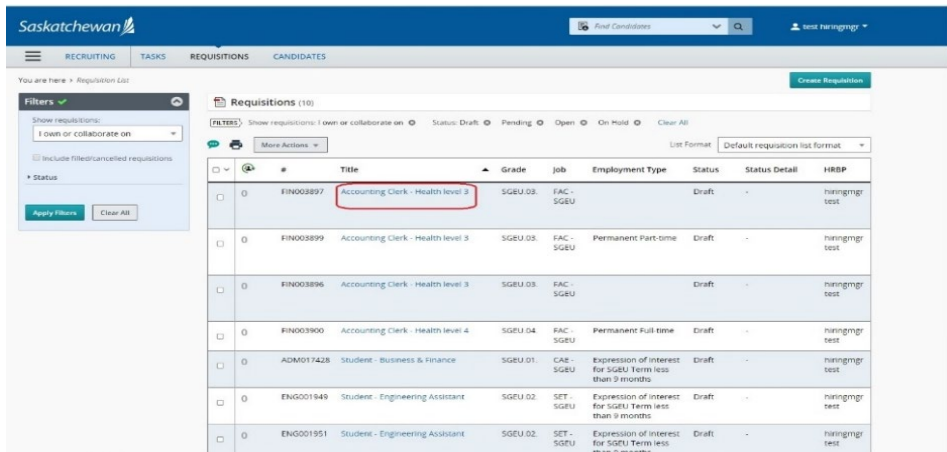
Instructions for creating a competition in Taleo are available in Taleo or on [Taskroom](#).

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


Click **Edit All.**

Click the 🔍 in the right-hand panel to open the **Inspect**. This lists all fields required for each step in the competition creation process.

The system will prevent you from requesting approval if fields are missing, so ensure that all fields required for Approval have been completed, and "This requisition is ready for approval" is indicated under "Approval".
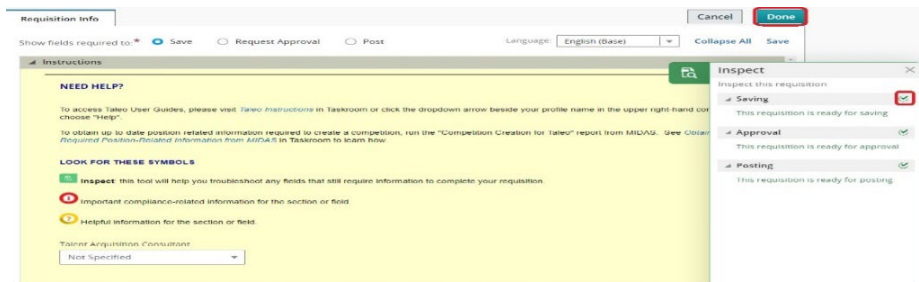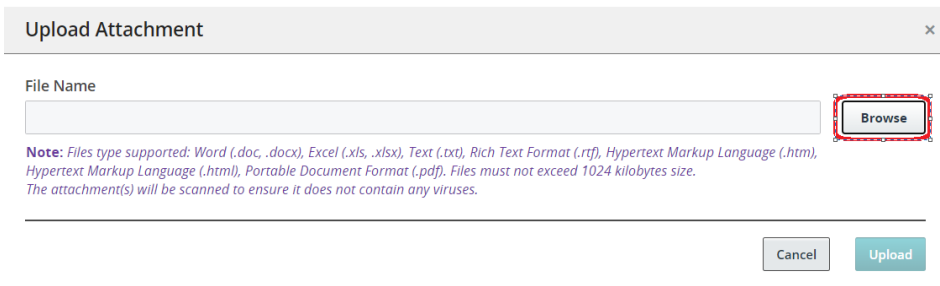

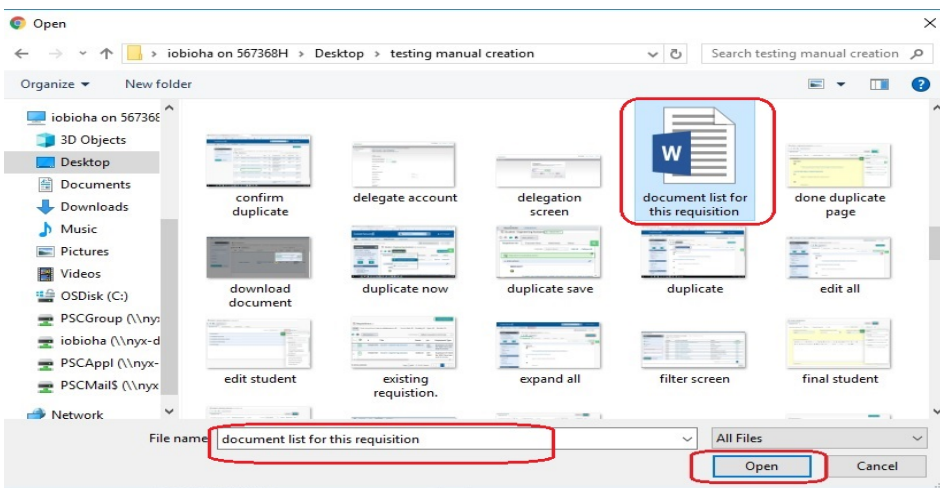Once finished your updates, click **Done**.

The fields required for approval are automatically included in the Approval Request email delivered to your approvers.
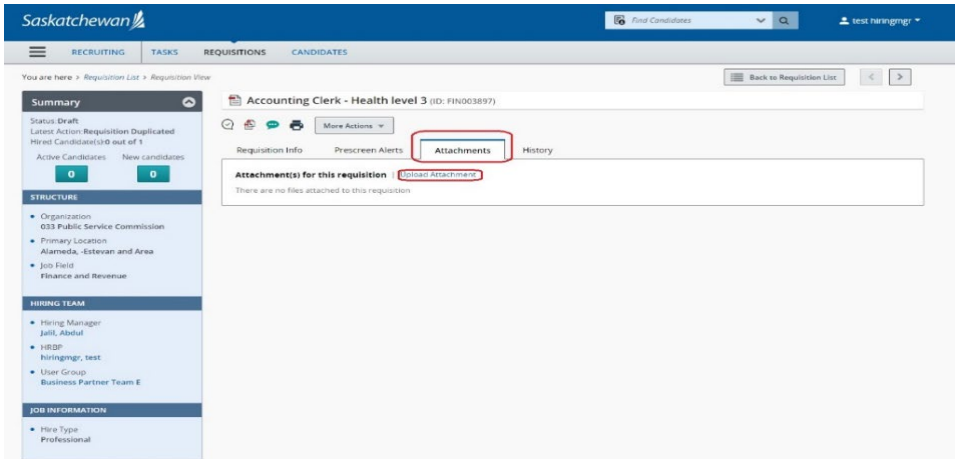
If you need to attach a document to the approval request, click the **Attachments** tab, and then **Upload Attachment** link.
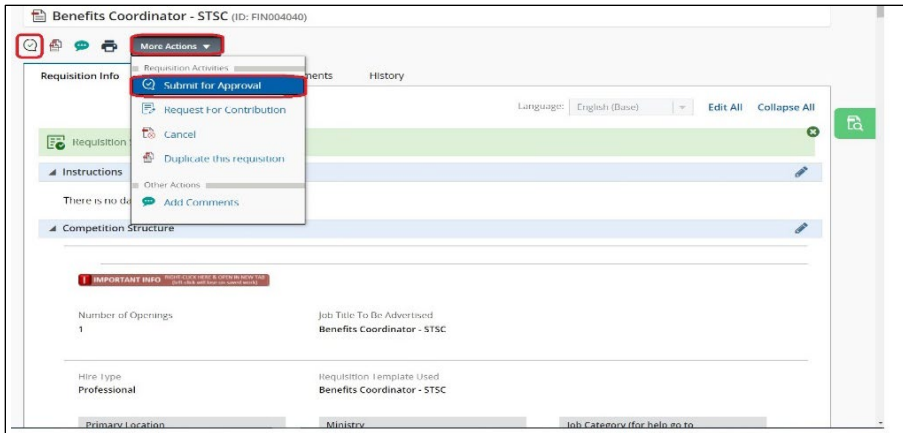

Click the **Browse** button.

Navigate through your computer's folders to locate the file you need to attach.

Then click **Open**.

You will then be taken back to the competition in Taleo. The file will not yet be attached, though. Click the **Upload** button to attach it.

When you are ready to Request Approval, select **Submit for Approval** from the **More Actions** drop-down, or click the quick action icon ⊘ .

TIP: If this isn't available to you, check the Inspect 🔍 in the right-hand panel to see what fields need to be completed in order to Request Approval.

Click **Add Approvers** link.

Your Manager, Director, or Executive Director can assist you in identifying your approval path, if you are unsure.
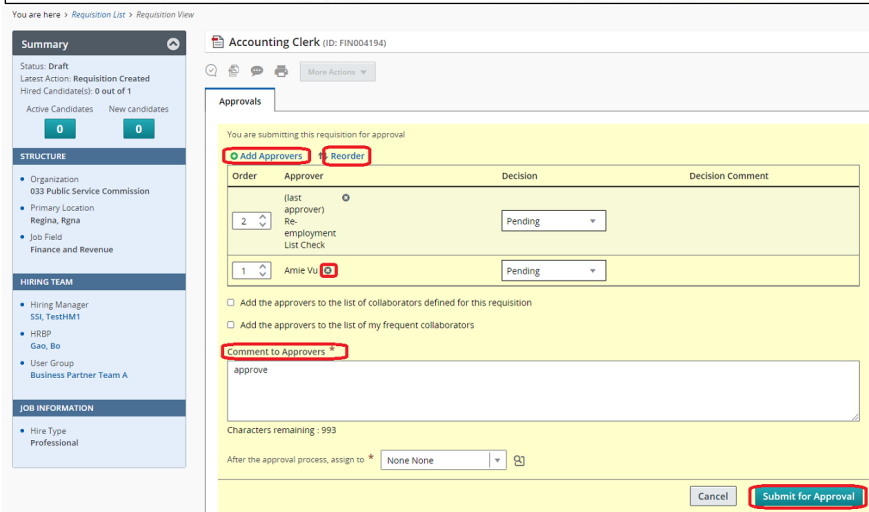
Use the **Filters** section on the left to search for the names of your Approvers, then click the check box beside their name. Add your Approvers in the order that they will approve (for example, a Director will appear before an Executive Director). Click the **Add/Update Approvers** button when one or all approvers have been selected.
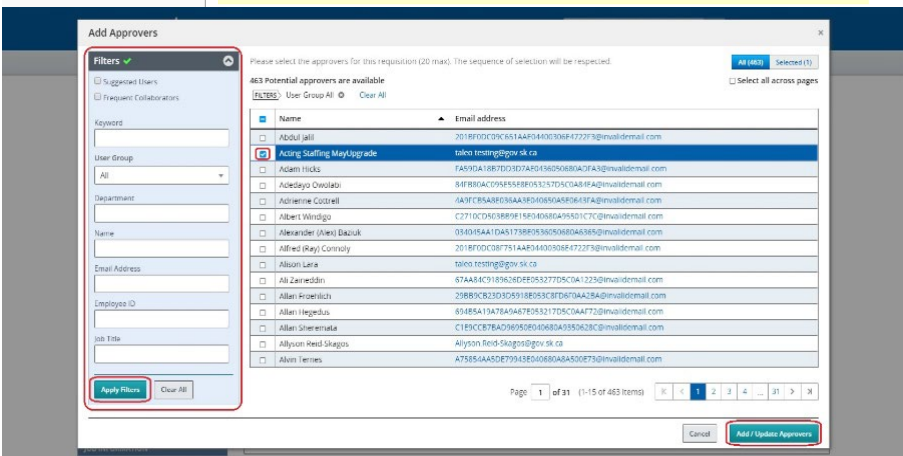
To remove an approver, click the **Remove** ⊗ to the right of the approver's name.

To re-order the list if needed, change the numbers to the left of each name, then click the **Reorder** link at the top of the list.

The **Comments to Approvers** field is mandatory. The fields required for approval are automatically included in the Approval Request email delivered to your approvers. Enter any additional comments you wish to include in the email in this field.

Click **Submit for Approval** when ready to send the Approval request. Approvers will each receive an email request, in the order they are listed.

Once all your Approvers have approved, or if an approver rejects your request, you will receive an email notification. This email will contain important instructions regarding next steps, including how to submit the competition for posting or advertising.

Checking Approval Status

To check on the progress of a competition's approval, click the **Approvals** tab.

Make note of each approver's decision and comments. If no decision is provided, then that approver has not yet approved.

Sending An Approval Request Reminder

To send a reminder to the Approver with whom the approval is pending, click **Send Reminder** link or **Send Approval Request Reminder** from the **More Action** drop-down.

Provide comments if necessary and click **Send Reminder**.

The Approver will receive the approval request again, with your comments.