# Requesting Approval (Student)

**Taleo Version 21A** 

Last reviewed: May 2021 Next review: May 2022



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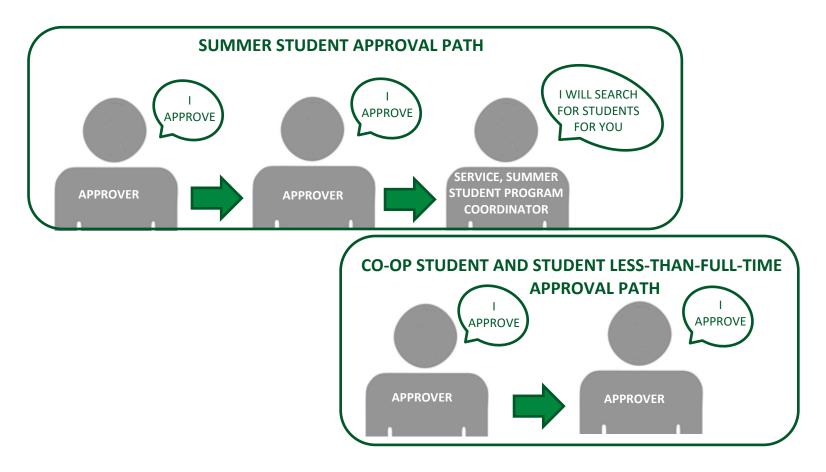
#### **Before You Begin**

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.

SUMMER STUDENT POSITIONS: The Summer Student Program Coordinator must be the last approver for Summer Student positions, in order for the requisition to receive candidates.

CO-OP or STUDENT LESS-THAN-FULL-TIME POSITIONS: For Co-op and Student Less-than-Full-Time positions, only ministry approvers (if any) are required. The Summer Student Program Coordinator is not a required approver.



#### **Requesting Approval**

Saskatchewan 🎉							Find Condidates		Q L tes	t hiring
	SKS REQUISIT	TIONS	CANDIDATES							
You are here > Regulation List									Crea	te Requis
Filters 🛩		Requ	isitions (10)							
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Town or collaborate on			More Actions w				List	Format	Default requisition list	format
Include filled/cancelled requi	itions 0	. @	-	Title	Grade	lop	Employment Type	Status	Status Detail	HRBP
Apply filters Clear All		0	ADM017428	Student - Business & Finance	SGEU.01.	CAE - SGEU	Expression of interest for SGEU Term less than 9 months	Draft		hiring test
		4	ENG001944	Student - Engineering Assistant	SGEU.02.	SET - SGEU	Expression of interest for SGEU Term less than 9 months	Open	Posted (31-Jul- 2020)	Hicks Adam
	•	1	ENG001947	Student - Engineering Assistant	SGEU.03.	SET - SGEU	Expression of interest for SGEU Term less than 9 months	Open	Expired (27-jun- 2020)	Zaine Ali
		0	ENG001949	Student - Engineering Assistant	SGEU.02.	SET - SGEU	Expression of interest for SGEU Term less than 9 months	Draft		hiring test
	0	0	ENG001951	Student - Engineering Assistant	SGEU.02	SET - SGEU	Expression of interest for SGEU Term less than 9 months	Draft		hiring test
	U	0	FIN0D3896	Accounting Clerk - Health level 3	SGEU.03	FAC - SGEU	Permanent Part-time	Pending	To Be Approved (14-jul-2020)	hiring test
	0	0	FIN003897	Accounting Clerk - Health level 3	SGEU.03.	FAC - SGEU	Permanent Part-time	Pending	To Be Approved (14-Jul-2020)	hiring

Saskatchewan 💋	🐻 Find Candidates 🗸 🔍 🕹 test hiringmgr 👻
	REQUISITIONS CANDIDATES
You are here > Requisition List > Requisition Vie	Back to Requisition List
Summary 📀	Student - Engineering Assistant (ID: ENG001949)
Status:Draft Latest Approval Process Action: Terminated Hired Candidate(s):0 out of 3 Active Candidates New candidates	
STRUCTURE	▲ Instructions
Organization     033 Public Service Commission	RIGHT CLICK TO OPEN LINKS
Primary Location     SK, CA     1 Other Locations	To open links in this requisition right dick your mouse and choose "open link in new window".
<ul> <li>Job Field</li> <li>Engineering</li> </ul>	WARNING: If you do not right click to open links and click the link directly to open, you will be redirected to the link's URL and may lose the work you have done in the Taleo Requisition.

Instructions for creating a competition in Taleo are available in Taleo or on Taskroom.

From the Requisition List in Taleo, click the **Title** of 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.

Saskatchewan 💋		Find Canalidates	~ Q	≜ test hiringmgr +
	REQUISITIONS CANDIDATES			
You are here > Regulation Lat > Regulation View	v		Back to Requisition	ier < >
Summary  Sum Off  Sum Off Sum Off  Sum Off  Sum Off  Sum Off  Sum Off  Sum Off  Sum Off  Sum Off  Sum Off  Sum Off  Sum Off Sum Off  Sum Off Sum O	Student - Business & Finance (ID-ADM017429)     Sono Construction     Regulation Info     Regulation Info     Regulation Info     Regulation     Regula		Red to Republic	
JOB INFORMATION Hirs Type - Student				

Upload Attachment	×
File Name Note: Files type supported: Word (.doc, .docx), Excel (.xls, .xlsx), Text (.txt), Rich Text Format (.rtf), Hypertext Markup Language (.htm), Hypertext Markup Language (.htm), Portable Document Format (.pdf). Files must not exceed 1024 kilobytes size. The attachment(s) will be scanned to ensure it does not contain any viruses.	Browse
Cancel	Upload

💿 Open						$\times$
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\square$ $\rightarrow$ iobio	ha on 567368H → D	esktop > testing manua	l creation	✓ ひ Search tes	ting manual creation ,	Q
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<ul> <li>Documents</li> <li>Downloads</li> <li>Music</li> </ul>	confirm duplicate	delegate account	delegation screen	document list for this requisition	done duplicate page	
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If you need to attach a document to the approval request, click the **Attachments** tab, and then **Upload Attachment** links.

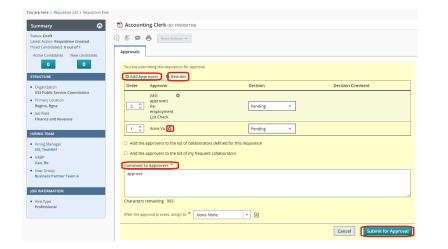
Click the **Browse** button.

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.

Requisition Info	More Actions   Requisition Activities  Submit for Approval	nents History			
	Request For Contribution		Language: English (Base)	- Edit All	Collapse All
Regulation	to Cancel				e Eà
▲ Instructions	Duplicate this requisition				d*
There is no da	Other Actions Add Comments				
Competition	Structure	J			ø
	INT INFO Soft Concept & order (Alexy Vie Soft) and the second work (	Job Title To Be Advertised Benefits Coordinator - \$T\$C			
Number of					
Number of 1 Hire type Profession	al	Requisition Lemplate Used Benefits Coordinator - STSC			



Filters 🖌 🕴	Please	e select the approvers for this requisitio	n (20 max). The sequence of selection will be respected.	All (402) Selected (1)
Suggested Users Frequent Collaborators		otential approvers are available <u>BS</u> > User Group All <b>O</b> Clear All		Select all across pages
Keyward		Name	Email address	
	0	Abdul jalil	2018F0DC09C651AAE04400306E4722F3@invalidemail.com	
User Group		Acting Staffing MayUpgrade	talen testing@gov.sk.ca	
AI T		Adam Hicks	FAS9DA1887DO3D7AE0456050680ADFA3@invalidemail.com	
	- 0	Adedayo Owolabi	84F880AC095E55E8E053257D5C0A84EA@invalidemail.com	
Department		Adrienne Cottrell	AA9FCB5A8E036AA3E040650A5E0643FA@invalidemail.com	
		Albert Windigo	C2710CD503889E15E040880A95501C7C@irwaiidemail.com	
Name		Alexander (Alex) Baziuk	034045AA1DA51738E0536050680A6365@invalidemail.com	
		Alfred (Ray) Connoly	2018F0DC08F751AAE04400508E4722F3@invalidemail.com	
Email Address		Alison Lara	taleo testing@gov.sk.ca	
		Ali Zaineddin	67AA84C9189626DEE053277D5C0A1223@invalidemail.com	
Employee ID		Allan Froehlich	29889CB23D3D5918E053C8FD6F0AA28A@invalidemail.com	
Umproyee IU		Allan Hegedus	69485A19A78A9A67E053217D5C0AAF72@invalidemail.com	
		Allan Sheremata	C1E3CC878AD96950E040680A9550628C@invalidemail.com	
ob Title		Allyson Reid-Skagos	Allyson Reid-Skagos@goviskica	
		Alvin Ternes	A75854AA5DE79943E040680A8A500E73@Invalidemail.com	
Apply Filters Coar All	-		Page 1 of 31 (1-15 of 462 Items) 🕅 K	1 2 3 4 31 > X

Public Service Commission - Strategic Systems & Innovation Branch

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

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.

#### **Checking Approval Status**

Saskatchewan 💋		16	Find Condidates	~ Q	at test hiringrogr
	REQUISITIONS CANDIDATES				
You are here > Requisition List > Requisition Vie	*			Back to Requisition L	int < >
Summary 📀	Student - Business & Finance (ID: ADM017428)				
Status Pending To Bc Approved Latest Requisition Approved Action Requisition Approved Hirred Candidoests/Lo out of 1 Active Candidates New Candidates	Requisition Info     Prescreen Alerts     Attachments(1)     Attachments(1)     Attachments(1)     Attachments(1)     Attachments(1)	aprovals Histor	У		
STRUCTURE	Order Approver	Decision	Date & Time	Decision Comment	
Organization     033 Public Service Commission	1 Iveatu Obioha		1		
<ul> <li>Primary Location</li> <li>Estevan and Area, SK</li> <li>Other Locations</li> </ul>	2 Alison Lara	14	S4		
Jos Field     Administrative Support	3 Summer Student Program Coordinator Service	15			
	After the approval process, assign to : Iveatu Obioha	L			J
HIRING TEAM	Message to Approvers				
Himing Manager Lans, Allison     HRDP hiringmgr, test     Usar Ginup Business Partner Yearn E	Sere on juit 14, 2020 at 11:55 PM by test hisingings Ok to approve				
JOB INFORMATION					
Hire Type     Student					

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

		(ID: COM00136	8)		
More Actions 🔻					All Candidates
fo Prescreen Alerts	Attachments	Approvals	Sourcing	History	
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oproval Process					💷 Send Reminder
Approver	Decision	Date & Time	Decisi	on Comment	
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Approvers					
9, 2021 at 04:43 PM by ve.					
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Send reminder to pending ap	prover(s)		×
Requisition Title	(COM001368)	Hiring Manager SSI, TestHM1	HRBP SSI, TestHRBP
Comments			
			Cancel Send 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.