Competition Approval

Taleo Version 21A

Last reviewed: May 2021 Next review: May 2022



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Approval Request Email

🗅 🕖 From	Subject
Date: Today	
🚖 🛛 Government of Saskatchewan	Staffing Competition Approval Request - OCC000308
Government of Saskatchewan <	<saskatchewan.publicservicecareers@gov.sk.ca></saskatchewan.publicservicecareers@gov.sk.ca>
Staffing Competition Approv	/al Request - FIN004258
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7 KB	
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ing Manager: TestHM1 SSI	
istry: Executive Government>032 Health	
Org in Midas: 018 Corporate Services	
as Position Number: 1000000	
ployment Type: Permanent Full-time , Grade and Modifier: PDP - SGEU, MCP.02.,None	
f Openings: Available when you click "Respond" below.	
sting to be Advertised to: Internal to Government of Sas	skatchewan employees only
dget/FTE Impact/Criticality: Newly Created Position	
oporting Rationale:	
plications of Not Staffing:	
ling	
er approval-related information:	
rkplace Diversity: This position is designated for qualifie ersity Groups: Aboriginal persons	ed equity group members who self-declare in this online application, as identified in "diversity groups" below

When a requisition/competition is sent for approval in Taleo, the requestor defines the approval path, which is in the order of individuals to approve the competition.

When your approval is requested, you will receive an email from "Government of Saskatchewan", with a subject line of "Staffing Competition Approval Request – {competition number}".

Review the competition details included in the email. **NOTE:** The number of openings, plus any attached documents will be available in the next screen, once you click "Respond..." or in the requisition/competition view once you login.

There are two ways to approve a requisition.

2. Login to Taleo, then navigate to Recruiting. Click Tasks in the header bar, then click Approve Requisition beside the requisition title.

Approving or Rejecting the Request via the link in the email

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Click the "Respond..." link at the bottom in the email. It will take you to a login screen.

Once you login, using your Taleo username and password, you will be taken to the Requisition Approval Request webpage.

The number of openings, along with Attachments (if any) are available at the bottom of the screen.

Make the appropriate selection from the drop-down box. Comments may be provided in the Comments box as required. Click Done when complete.

A confirmation screen will display. If you checked "Send me an email with my decision" in the previous screen, you will receive a confirmation email as well.

Once all the approvers have approved, or the competition is rejected by an approver, the Recruiter, Hiring Manager, and Hiring Manager Assistants (if any) will receive email notification of the final decision

Close this window

Thank you!

Approving or Rejecting the Request via Task Channel



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Summary Task details 💿	20B.5.2	test - approver modify	approval path (ID: HL	JM009886)		
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ask Status: In progress Priority: Normal Created by: TestHM1 551	6 6 M	are Actions 🐨	_			
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Login Taleo, click the **Recruiting** or any of the **Quick Access** on the welcome page.

Click on **TASKS** channel on the top bar.

At the filter panel on the left, the selection for "Show tasks for requisitions" default to "Tasks assigned to me". All your tasks are listed.

Click the task "Approve Requisition" for the competition.

The Approvals tab displays with the Task details panel on the left.

Make the appropriate selection from the check box. Comments may be provided in the Decision comment box as appropriate. If you checked "Send me an email with my decision", you will receive a confirmation email as well. Click Done when complete.

Your decision is displayed in the **Approvals** tab beside your name.

NOTE: To review the competition details, click the Requisition Info tab. To review any attached documents, click Attachments tab.

TIP: The **Task details** panel can also be activated by clicking the **Decide on Approval** from the **More Actions** button drop down list.