

# Competition Approval

Taleo Version 21A

Last reviewed: May 2021

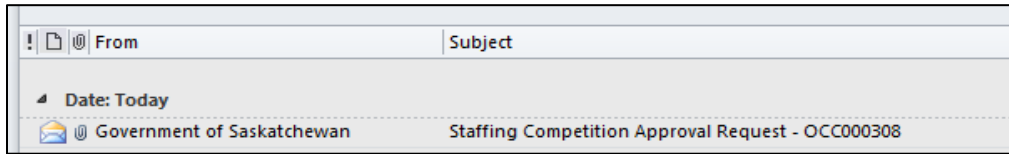
**Next review: May 2022**

*Saskatchewan!* 

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## Approval Request Email



Government of Saskatchewan <Saskatchewan.PublicServiceCareers@gov.sk.ca>  
Staffing Competition Approval Request - FIN004258

Archive Never

this\_message\_in\_html.htm  
7 KB

Requestor's Comments: to get the approval email screen shot

Previous Approvers Are As Follows:

Approver	Decision	Date and Time	Comments
Bo Gao	-	-	-

Job Title: delete Audit Clerk testing approval email May 26, 2021  
Competition No.: FIN004258  
Hiring Manager: TestHM1 SSI

Ministry: Executive Government>032 Health  
Primary Location: Canada>SK>Rgna>Regina  
HR Org in Midas: 018 Corporate Services  
Midas Position Number: 1000000

Employment Type: Permanent Full-time  
Job, Grade and Modifier: PDP - SGEU, MCP.02.,None

# of Openings: Available when you click "Respond" below.

Posting to be Advertised to: Internal to Government of Saskatchewan employees only  
Budget/FTE Impact/Criticality: Newly Created Position

Supporting Rationale:

Implications of Not Staffing:  
testing

Other approval-related information:

Workplace Diversity: This position is designated for qualified equity group members who self-declare in this online application, as identified in "diversity groups" below  
Diversity Groups: Aboriginal persons

There are two ways to approve this request:

1. Click "Respond..." at the end of this sentence. You may be required to login with your Taleo username and password: [Respond...](#)
2. Login to Taleo, then navigate to Recruiting. Click Tasks in the header bar, then click Approve Requisition beside the requisition title.

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.

## Approving or Rejecting the Request via the link in the email

**Requisition Approval Request** Done Cancel

Requisition **OCC000308 – Demo Competition**  
Requested by **Approval Requestor's Name**  
Comments **Your approval is requested so that we may proceed with staffing.**

**Please review the Requisition Information Summary and respond to the approval request as soon as possible.**

In response to Allyson Reid-Skagos's approval request:

[Requisition approval path details](#)

Comments (required if you do not approve the requisition)

Send me an email with my decision

Done Cancel

**Requisition Information Summary**

[Requisition Details](#)

**OCC000308 – Demo Competition**

Recruiter	<b>Recruiter's Name</b>	Hiring Manager	<b>Hiring Manager's Name</b>
Hiring Manager Assistant	<b>HM Assistant's Name</b>	Number of Openings	<b>1</b>
Primary Location	<b>Regina</b>		

**Confirmation**

Your response has been received. The recruiting process can continue.

Close this window  
Thank you!

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.

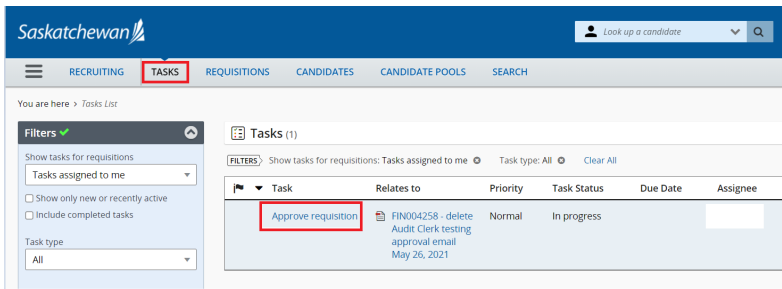
The number of openings, along with Attachments (if any) are available at the bottom of the screen.

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

# Approving or Rejecting the Request via Task Channel



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.

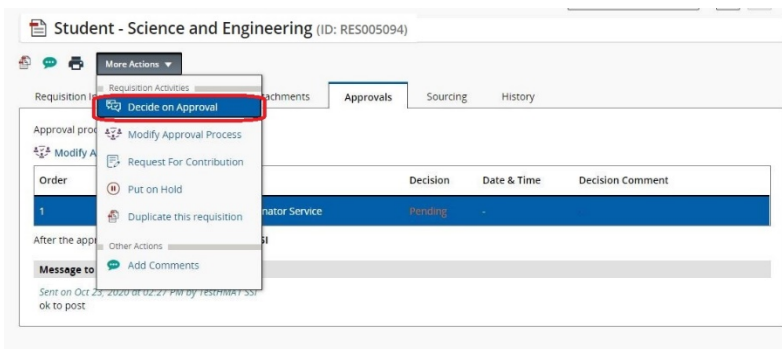
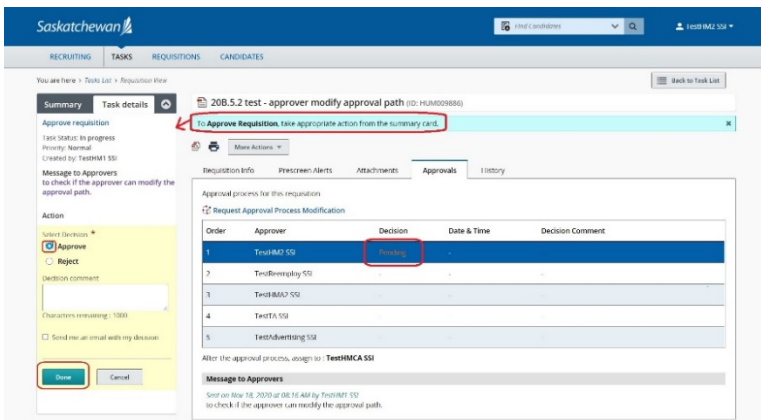
Click the task “**Approve Requisition**” for the competition.

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.