

# Bangor University Talentlink User Guide

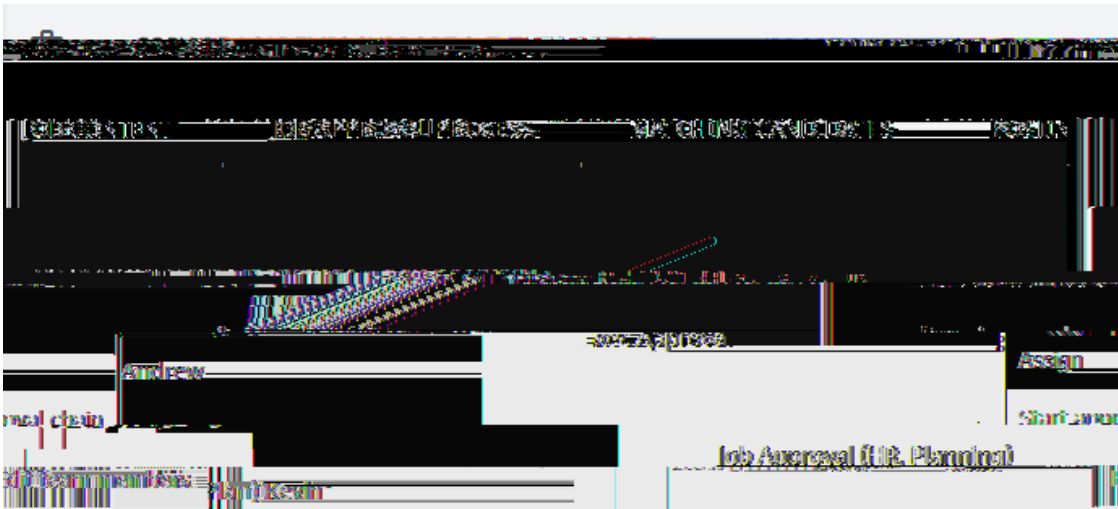
## Approval Process

### Introduction

This guide describes the process for submitting jobs for approval after you have saved them and viewing the job requisitions in Talentlink.

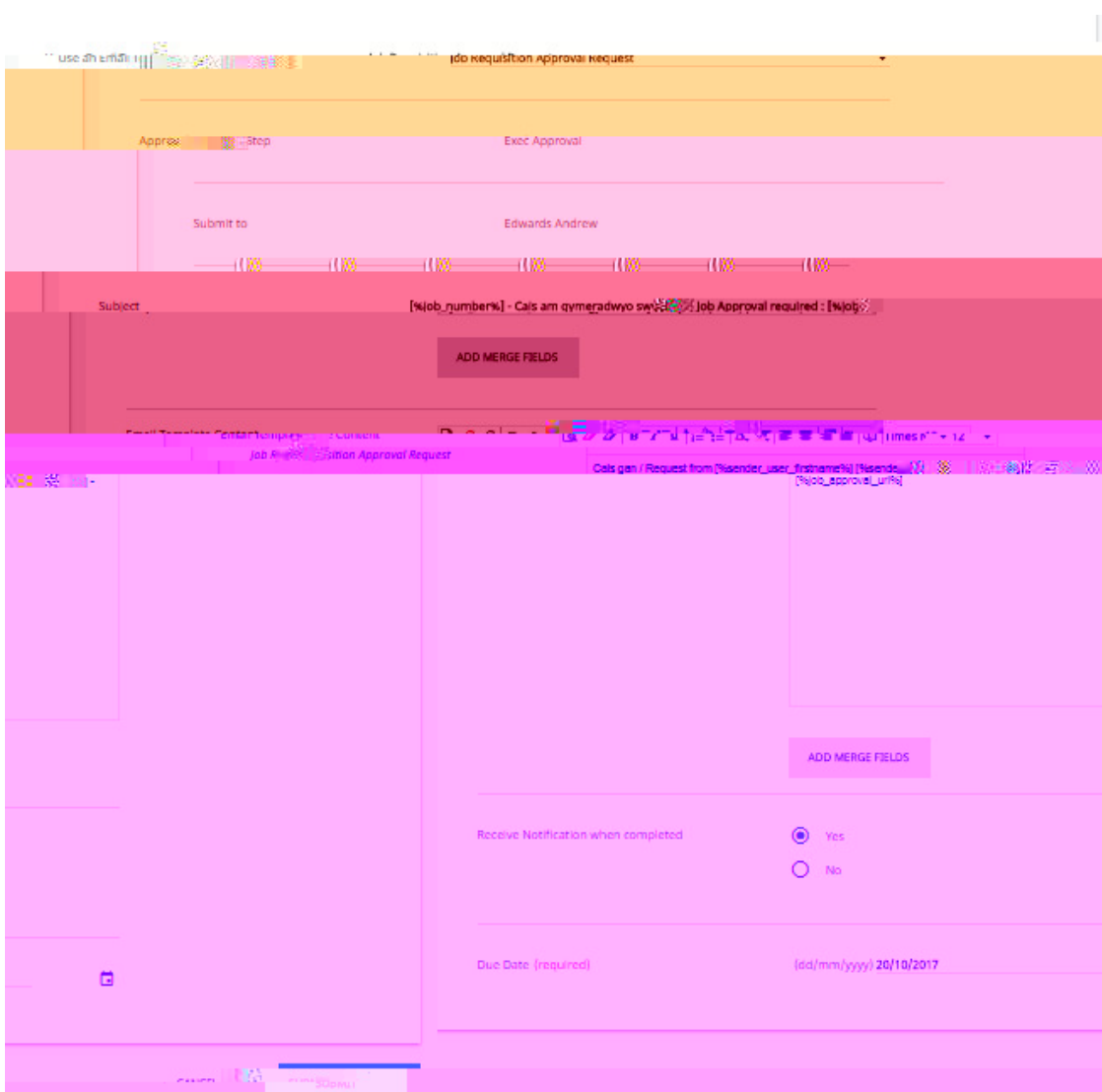
The process described here replaces the previous e-work based approval process.

The Job Opening details page is displayed. Click the **Approval** tab.



Click **Start Approval Chain** and choose **Approval**.

When you have clicked Start Approval Chain, a new window will open.



Enter/edit the text in the message field (if required)

Select **Do not notify** to receive an email notification when the step is approved

If you want the review to be completed before a certain date, enter that due date in the **Due Date** field

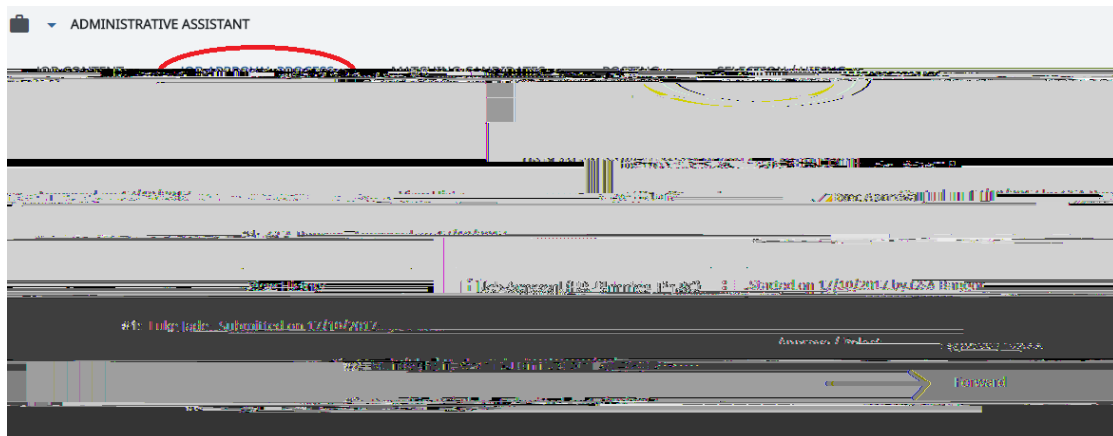
Click **Start** to start the approval chain

On the **Approval** page of the job, you can see that the approval process is started.

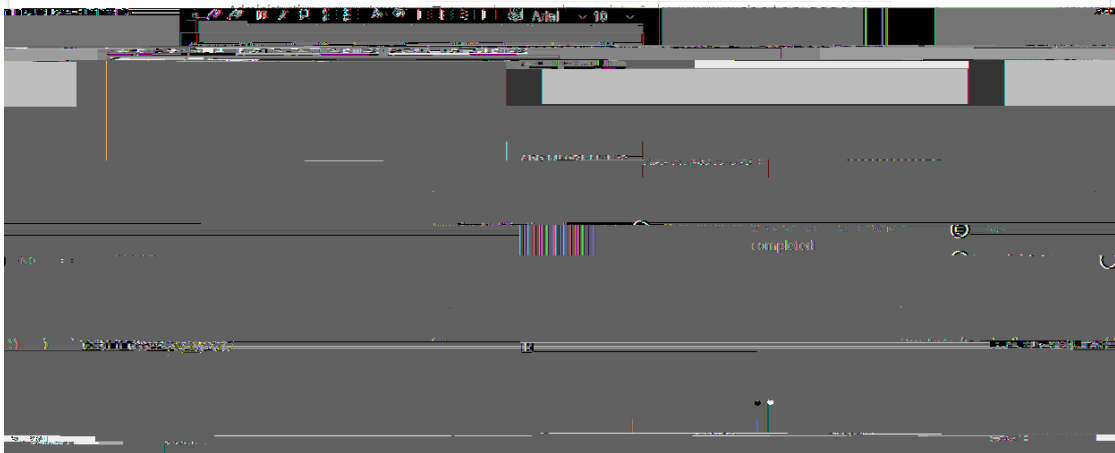
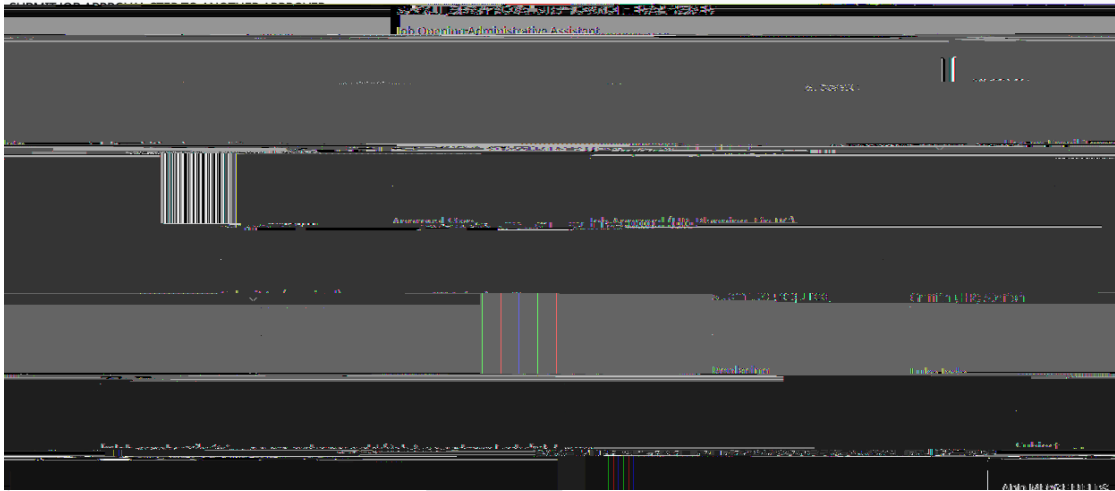
## Forwarding an Approval Step

A user can forward a step for approval to another approver. For example, when you know for sure that the original approver is on holiday, you can forward the approval step to another user, to avoid blocking the workflow of the Job vacancy. Also, if you have made an error when selecting the approvers, you can forward the approval step to the correct approver.

On the **Approval** tab, click **Forward** to the right of the step that you want to forward to another approver.



Select the new approver and the approver to be replaced.

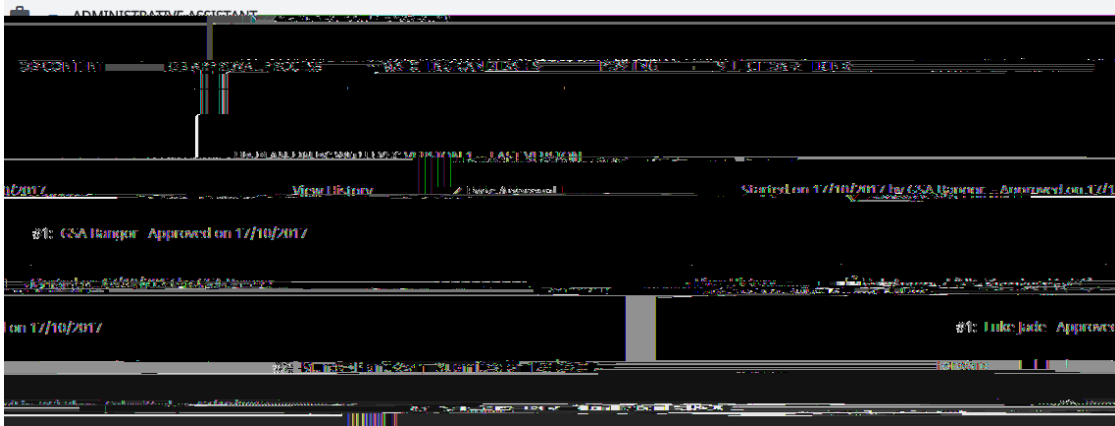


Enter/edit a message in the **Admin Approval Comment** field (if required)

Click **Forward** to forward the request to another user

### Admin Approval

Go to the **Approval** tab to see the approval status for each approver



In this example, you can see that the Executive approval is complete. HR have approved the post but Planning and Finance have yet to approve or reject.

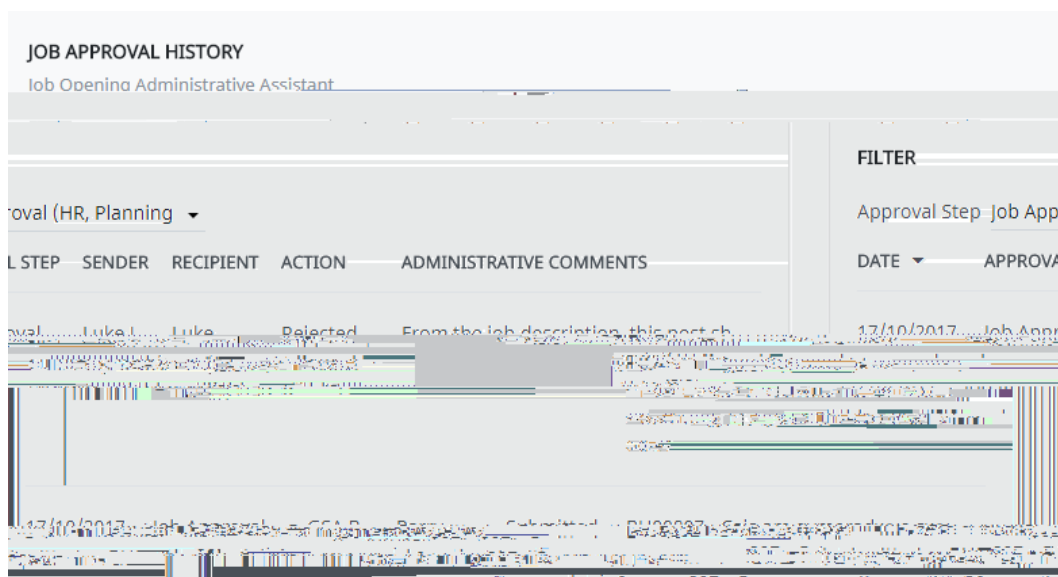
## Job Requisition Approval, Confirmation

A job requisition may be rejected for various reasons. If these changes are subtle, the approver may contact you about a change to the job requisition and then change it and re-submit the requisition themselves. However, if the change is a large change, you may need to edit the requisition and re-submit it yourself.



On the **Approval** tab, you can see when an approval step has been rejected. You will also receive a message in your **Confirmation** informing you that it has been rejected.



You can view any messages that the approvers may have left you, with reasons for rejection by clicking **View**, to the right of the approval step. A new window will open



Here you have a full history of correspondence between yourself and the approval team

After making the necessary changes, from the Job Approval Process tab, click  and then select  **Approval** / **Confirmation** A new