

Introduction

This guide will show you how to approve a job opening in eRecruit so a position can be advertised. This includes continuing, fixed, term, casual and sessional positions.

To advertise a position, the Hiring Manager (or delegate) will need to create and submit the job opening for approval in eRecruit. This request needs to go through the workflow approval process, with nominated workflow approvers based on the following delegation policies:

- [Staffing Delegations – Academic Groups](#)
- [Staffing Delegations – Administrative Divisions](#)

Step 1: Navigate to the actions for approvals

- Log in to the **Staff Portal** and select **My Staff Page**.

- 1 To view pending approvals, select the **flag**.

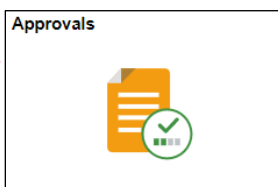
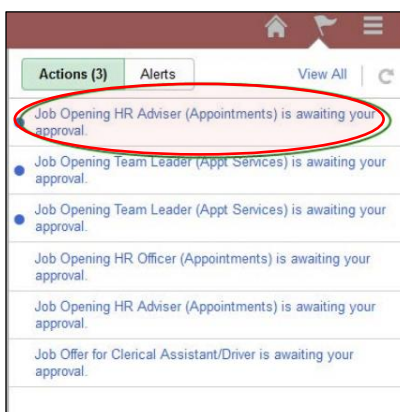


- 2 Select the relevant job opening from this list.

OR

- 1 Select the **Approvals** tile.

- 2 Select the **Job Opening** requiring approval.



All				9 rows
Job Offer	Head, School of Allied Health Sciences	Applicant: James Alexander	Routed	02/03/2020
Job Opening	Research Fellow Grade 1	Applicant: James Alexander	Routed	02/03/2020
Job Offer	Research Fellow Grade 1 - Surgery Team	Applicant: Meryna Pugh	Routed	02/03/2020
Job Offer	Research Fellow Grade 1	Applicant: Tanya Jackson	Routed	02/03/2020

Step 2: Review the job listing details

1 When the job opening displays, select **View Job Opening**.

2 If you wish to review the advertisement text and posting destinations, select the **posting title**.

3 Check the **Assignments** (hiring team). It should consist of:

- Recruiters:
 - o HR Adviser, HR Advisory Services (Primary)
 - o HR Officer, HR Advisory Services
- Hiring Managers:
 - o Head of Element (Primary)
 - o Chair (if different)
- Interviewers:
 - o Members of the panel
- Interested Parties:
 - o Administration contact, i.e. School Secretary

4 Select **Approvals** and proceed to step 3.

Job Opening

Approve Deny Pushback

Job Opening Information

Job Posting Title: Research Fellow Grade 1 Job Opening ID: 114900

Target Number of Openings: 1 Recruiting Location(s): Gold Coast Campus

Department: Menzies Health Institute UCC Desired Start Date:

Hiring Manager: [Renee Patta \(Primary\)](#) [Paul Scuffham](#) [Jinta Dhali](#) Recruitment: [Renee Patta \(Primary\)](#) [Jinta Dhali](#) [Paul Scuffham](#)

Job Creation Date: 01/10/2020 Employees Being Replaced:

Additional Details >

Posting Destinations >

View Job Opening 1

Approver Comments

Approval Chain >

Job Postings ?

Postings

Research Fellow Grade 1 2

Assignments ?

Recruiters ?

*Name	Recruiter ID	Primary	
Renee Patta	2501350	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jinta Dhali	2823485	<input type="checkbox"/>	<input type="checkbox"/>

Add Recruiter

Hiring Managers ?

*Name	Manager ID	Chairperson	
Paul Scuffham	2572719	<input type="checkbox"/>	<input type="checkbox"/>
Bonnie Barber	2738960	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Hiring Manager

Interviewers ?

*Name	Interviewer ID	
Jenny Ekberg	2852600	<input type="checkbox"/>
Jens Tampe	2705348	<input type="checkbox"/>
Matthew Barton	2838727	<input type="checkbox"/>

Add Selection Committee

Interested Parties ?

*Name	Empl ID	
Dianne McClymont	2878802	<input type="checkbox"/>

Add Interested Party

Manage Job Opening

Save | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Add Note](#) | [Print Job Opening](#)

Job Opening ID: 114900
 Job Posting Title: Research Fellow Grade 1
 Job Code: RSFEL1 (Research Fellow Grade 1)
 Position Number: 00080380 (Research Fellow Grade 1)

Activity & Attachments Details

Job Details Approvals **4**

Step 3: Submit for approval

1 At this stage you can **add a comment** if required, and/or **view comments** from other approvers.

2 Select either **Approve** or **Pushback**. **Pushback** will send the request back to the previous approver. If you need to **Deny**, please contact People & Wellbeing on 3735 4011 to discuss.

The screenshot displays the 'Manage Job Opening' interface. At the top, it shows job details: Job Opening ID 114900, Job Posting Title Research Fellow Grade 1, Job Code RSFEL1 (Research Fellow Grade 1), and Position Number (Research Fellow Grade 1). The status is '006 Pending Approval' for Business Unit GRIFF (Griffith University) and Department UCC (Menzies Health Institute UCC).

The 'Recruitment Approval workflow' section shows a sequence of steps: 'Advt Assessment Group' (Approved), 'Human Resources' (Approved), 'Financial Consultant' (Approved), 'Head of Element' (Approved), 'Interim Approver' (Approved), and 'Pro Vice-Chancellor' (Pending). A red circle with the number '1' highlights the 'View/Hide Comments' link for the pending step.

Below the workflow, there are three buttons: 'Approve', 'Pushback', and 'Deny'. A red circle with the number '2' highlights these buttons. Below the buttons is a 'Comments Text' input field, also highlighted with a red circle and the number '1'.