Jobs Requisition Approval
Once there is a position awaiting your approval you will receive an email similar to this. The following slides will guide you through the approval procedure outlined in the email.

Dear Approver,

You have been selected to approve the job requisition for Academic Advisor II.

To approve the posting, please use the following instructions:

1. Please login to HireTouch by going to [https://usu.hiretouch.com/admin/jobs/forms/show.cfm?jobID=1479](https://usu.hiretouch.com/admin/jobs/forms/show.cfm?jobID=1479)
2. Select ‘View’ to Review the Requisition form (this will open in a new window)
3. After reviewing, close window and select ‘Approvals’ for the form
4. You may now select ‘Approve or Reject’

   - If you “Approved” the position, you will see a green check mark in the box by your name. The task is now complete.
   - If you select ‘Reject’, you will be taken to a second screen where you have the option to ‘Re-route’ or ‘Reject Form’.

*Please Note: If you select the ‘Reroute Form’ option, it will bring the approval process back to the approver you select to allow them to make edits and continue with approvals.

Do not use the ‘Reject Form’ option unless the position requisition is being ended as this will END the approval process completely.

You can access training materials on the USU Hiring Toolkit page [http://www.usu.edu/hr/htm/employment/hiring-toolkits](http://www.usu.edu/hr/htm/employment/hiring-toolkits).

Please contact the Office of Human Resources at [jobs@usu.edu](mailto:jobs@usu.edu) or 435-797-0216 if you have any questions.

Thank You,
Committee Chair
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Please contact the Office of Human Resources at jobs@usu.edu or 435-797-0216 if you have any questions.

Thank You,
Committee Chair
If you aren’t already logged in you will be directed to this page to login to your account using your A-number and strong password. If you have already logged in you will be directed to the page shown on the next slide.
Select View to review the requisition (this will open in a new window). When you are ready to approve the requisition please click on Approvals.
You may now select ‘Approve or Reject’. If you select ‘Reject’, you will then be taken to a second screen where you have the option to ‘Re-route’ the form to a prior approver, or ‘Reject Form’, which will return the requisition to the Hiring Manager for review. If you wish to add comments please click on Comments. If you select Approve a green check mark will appear in the box by your name (see next slide).
Once the green check mark has appeared you have completed the approval process and can now logout of your account.