

# Jobs Requisition Approval





Action Items ▾

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>
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>.

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

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.



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Thank You,  
Committee Chair

Click on the link  
highlighted in  
yellow

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.

# USU LOGIN

CENTRAL AUTHENTICATION SERVICE

Need your A-Number?

Forgot your password?

**LOGIN**


### Academic Advisor II

Logan Campus - Exempt - [Requisition Approval Pending](#)

**Properties** Applicants Activity Processes Forms



[Job Forms](#) | [Comments](#)

Show Job Forms

Form Name	Auto Generated Number	Due Date	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History
Requisition Package - Exempt											
 Requisition Form - Exempt	E1500013			<input checked="" type="checkbox"/>	Thu, 1/8/15 at 8:50 AM				<a href="#">View</a>   <a href="#">Re-generate PDF</a>   <a href="#">Edit</a>	<a href="#">Approvals</a>	<a href="#">View History</a>

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.

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## Academic Advisor II

Logan Campus - Exempt - [Requisition Approval Pending](#)

**Properties** **Applicants** **Activity** **Processes** Forms

[Job Forms](#) | [Comments](#)

### Job Form Approval






Form: Requisition Form - Exempt  
Form Originator: Test Chair, USU Chair

Title	Name	Approved	Rejected	Date
Dept Head/Director	<b>Test Dept Head</b>			
Dean/MPVC	Test Dean			

[+ Approvers](#) [^ View](#) [+ Notes](#) [< Back](#)  [Approve](#)  [Reject](#)

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).

#### Actions

-  [Edit Questions](#)
-  [Send Correspondence](#)
-  [Upload a Document](#)
-  [Attach a Note](#)
-  [Create a Task](#)

#### Processes

Search Committee [Not Started](#) 1/8/15  
Briefing:  
Posting Approval: [Pending Approval](#) 1/8/15

#### Job Details

Created: 01/07/2015  
Category: Exempt  
Status: Requisition Approval Pending  
Location: Logan Campus  
Req Code: E1500013  
Positions Filled: 0 of 1



**Academic Advisor II**  
Logan Campus - Exempt - [Requisition Approval Pending](#)

Properties Applicants Activity **Processes** Forms

[Job Forms](#) | [Comments](#)

Job Form Approval

Form: Requisition Form - Exempt  
Form Originator: Test Chair, USU Chair

Title	Name	Approved	Rejected	Date
Dept Head/Director	Test Dept Head	✓		01:20:15 PM Mon 1/12/15
Dean/MPVC	<b>Test Dean</b>			

+ Approvers View + Notes < Back

Once the green check mark has appeared you have completed the approval process and can now logout of your account.

**Actions**

- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Create a Task

**Processes**

Search Committee [Not Started](#) 1/8/15  
Briefing:  
Posting Approval: [Pending Approval](#) 1/8/15

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