Requisition Approval Training
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 procedures.
Option 1:

There are 3 ways to approve a requisition in iCIMS:

If you’ve already reviewed the job announcement prior to it being entered into iCIMS, you can approve the requisition directly from the email by selecting the green ‘Approve’ button in the body of the email.
A tab will open in your internet browser that will confirm your approval of the requisition. This will complete your step of the approval process.
If you want to review the job announcement prior to approving the requisition (recommended), you can select the link in the body of the email here.

https://usu.icims.com/icims2/?a=17_3_47ims

If you would like to approve or decline directly via email please use the buttons below:

- Approve
- Decline

Should you have any questions, please don't hesitate to contact me.

Thank you,
A tab will open in your internet browser displaying the job description. You can scroll down to review the information.
At the bottom of the page, you will see a text box where you can provide comments. You can then ‘Approve’ or ‘Decline’ the position. If declined, the position will return to the Business Services Representative who initiated the requisition. If you choose to decline a position, please provide comments in the text box provided.

Here you can see who in the approval chain has approved it, and who it will go to next.
Once you select ‘Approve’ or ‘Decline’ a prompt will appear at the top of the screen asking if you wish to ‘Approve’ or ‘Decline’. Select ‘OK’.

Here is an example of how comments will appear. Please note that comments are not confidential and can be viewed by all security groups in the system.
A tab will open in your internet browser that will confirm your approval of the requisition. This will complete your step of the approval process.
Go to jobs.usu.edu and select the Department/Committee Member login option. Login to your account using your A-number and strong password.
You will be redirected to your dashboard. Under the ‘My Jobs Listing-Department Head/Director’ widget, you will see an option that says ‘Jobs Pending My Approval.’ If you have a job that needs to be approved, you will see a number indicated. Select the title ‘Jobs Pending My Approval’ to view the job(s).
You will see a list of the jobs pending your approval. Select the job posting title. In this example, it would be ‘Accountant II’.
You will be redirected to the position. You can select the various tabs to review the position details. You will then select the 'Approval' tab.
You will see a text box where you can provide comments. You can then ‘Approve’ or ‘Decline’ the position. If declined, the position will return to the Business Services Representative who initiated the requisition. If you choose to decline a position, please provide comments in the text box provided.
Once you select ‘Approve’ or ‘Decline’ a prompt will appear at the top of the screen asking if you wish to ‘Approve’ or ‘Decline’. Select ‘OK’. 
A message will appear confirming your approval of the requisition. This will complete your step of the approval process.