e-Recruitment Guide

Job Requisition Approval
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Information for staff using an UNMANAGED computer

*Popups should automatically be allowed for staff on managed computers*

When using the e-Recruitment system please ensure that you have allowed Popups.
Guidance on how you can do this is available via the link below:

https://www.sheffield.ac.uk/jobs/erecbrowsers
Overview of the Approver Screen

Click to open the eRec Approver to view your requisition list

Use this Search box to find Requisitions/Contracts where you are in the Recruitment Group.

Access your requisitions and contracts through the ‘All Requisitions’ and ‘All Contracts’ links

Click to export the table into Microsoft Excel

Highlight a row and click the ‘Requisition’ button to show the Status options

Click to open the PDF overview of the requisition

You can sort the requisitions table by clicking on the column headings and typing in the filter row to find specific requisitions.

The filter row uses * as a wildcard.
The purpose of creating and completing a Job Requisition is to supply sufficient information to approve the need to recruit and provide the Departments of Finance and Human Resources with the required data to process the recruitment and create the position in uBASE.

The current process for preparing and approving a business case for recruitment will be unchanged by the e-Recruitment implementation. It is possible to upload and attach your approved business case document when creating the Job Requisition.

**Overview of Messages Screen**

The e-Recruitment Job Requisition will replace the University’s Authority to Recruit form. Job Requisitions will be approved on-line, within e-Recruitment. Approvers assigned to a Job Requisition will be notified via their SAP Messages screen and will also receive an alert email to their University email account, when a Job Requisition is awaiting their attention.

- **Launch task:** Click here to Approve or Reject a Selected Job Requisition
- **Resubmit:** Click here to Pause a Job Requisition approval
- **Forward:** Click here to forward a Job Requisition Approval to another person
- **Hide Preview:** Click here to hide the preview text above the Launch task button.
- **Show Filters:** Click here to show the additional filter settings.
- **Clicking on the icon allows you to:**
  - Refresh the Screen and Manage your substitution rules
  - View History: Click here to see the progress of a selected Job Requisition
How to Approve a Job Requisition

When a Recruiter (Recruitment & Selection Co-ordinator) creates a Job Requisition they will assign the appropriate Approvers and define the order in which they will approve the Job Requisition. Once the Recruiter has triggered the approval process for the Job Requisition, the Approvers will be notified sequentially. Approver 1's approval triggering the notification to Approver 2 and so on.

The Recruiter is able to track the progress of the Job Requisition throughout the approval process. If you wish to know its progress once you have approved a Job Requisition you should contact the Recruiter.

Once all Approvers assigned to the Job Requisition have approved it, the Recruiter will be notified by email that the Job Requisition has been Released, ready for advertisement, where appropriate.

1. Click on the blue cube to select the correct Job Requisition approval request
2. Click the Launch Task button – a new window will open
3. Clicking on the **Job Title** opens a new window displaying the details of the Job Requisition you are being asked to approve.

4. Adding comments to the free text notes field will automatically put the comments in the Note field on the Job Requisition. All members of the Recruitment Group, including subsequent Approvers will have visibility of your comments.

5. Click Approve – you will see the screen below.

![Approve Status Change](image)

6. Click **Close Window** to exit.

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**How to Reject a Job Requisition**

A Job Requisition should only be Rejected if the recruitment is to be permanently stopped or if the Job Requisition cannot continue as there is an error in the details – e.g. an incorrect funding code.

If it is necessary to pause the approval process while certain details are clarified with the Recruiter or to allow Job Requisitions to be presented at regular Faculty Board Meetings, you can **Resubmit** the Job Requisition. Resubmission will prevent the approval of the Job Requisition being escalated – see below for further information.

To Reject a Job Requisition follow the steps above but ultimately clicking Reject instead of Approve. You are required to select a Rejection Reason from the drop down menu and should enter comments to explain why the rejection was necessary.

**The Rejection reasons are:**

- Rejected: Funding issues
- Rejected: Internal restructuring
- Rejected: Recruitment Freeze
- Rejected: Other

Once you have rejected a Job Requisition the Recruiter will be notified by email and will be able to see the rejection reason on the Status screen. The notes that you have entered will be visible on the Overview of the Job Requisition. The Recruiter will make any necessary changes and, if appropriate, will Release the Job Requisition to repeat the approval process.
How to put a Job Requisition on hold (Resubmission)

If it is necessary to pause the approval process while certain details are clarified with the Recruiter or to allow Job Requisitions to be presented at regular Faculty Board Meetings you can **Resubmit** the Job Requisition.

Resubmission will not prevent the Job Requisition escalating however it will stop the recruiter receiving an email alert should escalation occur.

If the Job Requisition does escalate it will disappear from your messages tab for a period of 24 hours. If the Recruiter does not remove you from the recruitment group during that period it will return to you for a further 5 days when the 24 hour escalation period ends.

1. Click on the blue cube to select the correct approval request
2. Click Resubmit – a new window will open
3. Either type in the date you wish to ‘pause’ the Job Requisition to in the Select resubmission date box (using the format dd.mm.yyyy) or select the date using the calendar pages.

4. Click the **Submit** button

The Job Requisition will now disappear from your main Messages page. To view the Job Requisition after Resubmission, change the **Show** drop down box to **Tasks for Resubmission**.

Once the requirement for Resubmission has been resolved you can end the Resubmission so that you can either Approve or Reject the Job Requisition.

To do this, select the Job Requisition by clicking on the blue cube to highlight the appropriate line and click **End Resubmission**

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**Creating a Substitution Rule for Job Requisition Approvals**

There are two substitution rules available within e-Recruitment:

**Receive My Tasks:** The nominee automatically receives the approval requests until the rule ends on a specified date or is turned off manually. This rule has to be set up each time it is required.

**Fill In For Me:** This only has to be set up once and allows the nominee to choose when to turn the rule on or off. Therefore if the Approver is away unexpectedly the nominee is able to take over their tasks until they return.

To set up a substitution rule:

1. Log-in to MUSE, then click on **Staff Applications** then **myJob/myTeam/eRecruitment**.

2. From your start page click on the messages tab.

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3. Click on the icon circled above and select **Manage your substitution rules**

4. A new window will open – Click Create Rule

5. A new window will open – Click **Select** to find the person who will substitute for you.

   *NB In order to approve Job Requisitions that person must have that capability on e-Recruitment. If you are unsure if the person has the correct capability then please contact the Business Solutions Helpdesk at e-Recruitment@sheffield.ac.uk*

6. Type in the person’s name and click Search.

   If more than one person appears with the same name you can search using their Username.

7. Click on the blue cube to choose the correct person and click **Apply**.
8. Use the drop down box next to Assign These Tasks to select **Job Requisition**

9. Click to select the relevant rule either **Receive My Tasks** or **Fill In for Me**

   *If you selected Fill In For Me the nominee will need to activate the rule from their screen. Please see page 10 for instructions regarding how to do this.*

10. Click **Next**

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Create a Substitution Rule

You can define which tasks you want to assign to a nominee. You can either make the nominee receive your tasks (for example, when you go on vacation), or you can allow the nominee to fill in for you (for example, in case you are unexpectedly absent).

Define Rule | Set Rule Activation
---|---
1 | 2

On saving, turn the following rule on:

- **On** - The rule will be enabled
  - **At Once**
  - **On** [21/03/2009]
  - **Off** - The rule will not be enabled

You can turn the rule on or off at any time on the Substitution Rules Management screen.

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11. Choose to either turn the rule on **at once** or **select a date** to activate the rule

12. Click **Save**

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My Substitution Rules

Create Rule | Delete | Refresh
---|---|---

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Nominee</th>
<th>What To Do</th>
<th>Status</th>
<th>Rule Activation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Requisition</td>
<td>Hague, William</td>
<td>Receives my tasks</td>
<td>21/03/09</td>
<td>Successful</td>
</tr>
</tbody>
</table>

```

When you have returned from leave or are ready to resume your tasks you can turn the rule off by clicking on the **Turn Off** button.
Activating a 'Fill in for me' Substitution Rule for Job Requisition Approvals

1. Log-in to MUSE, then click on Staff Applications then myJob/myTeam/eRecruitment.

2. From your start page click on the messages tab.

3. Click on the icon circled above and select Manage your substitution rules.

The substitution rule created by your colleague should be listed. If not, they have not set the rule up correctly.

4. To activate the rule and fill in for you colleague click Take over.