Viewing Requisitions in Different States and how to Check their Status

Your requisitions will go through 3 different states during the complete process. This guide will help you to quickly find the requisition you want to view. Please note that although this guide is about requisitions, the same applies to contract admins too on the contracts line of your dashboard.


My Draft Requisitions lists the requisitions that you have raised but either haven't yet been released for approval or are going around approval but not yet released (it will say released in the Requested Status column if it is currently going around the approval route.)

My Released Requisitions lists the requisitions that you have raised that have cleared approval and are now at one of the various stages of processing with HR.

Team Requisitions lists requisitions not raised by you, but by another recruiter that you have been added to either directly or as part of a recruitment group for that requisition.

All Requisitions lists all requisitions that you and your colleagues have raised. **This tab is also where you can view closed requisitions.** To do this from the all tab you should click the blue Show Quick Criteria Maintenance button above the table if you haven't already previously clicked it.
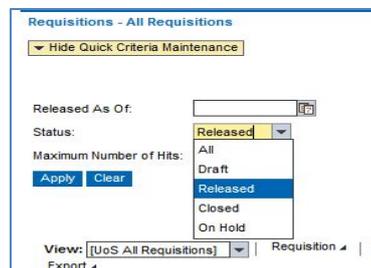
From here you can view applications in any status. The default status is Released. Change the Status dropdown to the status you want to see, or select All to display every requisition regardless of status then press Apply to refresh your dashboard.

Checking the status of a requisition

You can track the status of your requisition through to when it is released for processing in HR. To view the status, highlight your requisition on the dashboard, then press Requisition above the table, then Status from the drop down menu. As each approver approves the requisition a line appears telling you who last approved it. If no approvers are on the status but you have released it, it means that it hasn't cleared approver 1.