



Job Requisition Approval



The Job Requisition Approval tip sheet is for Recruiters and HR Partners.

Job Requisition Approval Process

Job Requisitions allow you to post and fill positions through Workday. The following is a high-level overview of the approval process that takes place before posting and starting the recruiting process.

1. HR, Recruiters, or Managers initiate the Job Requisition. The initiator includes **Compensation** and **Assign Roles** as part of the overall process.
2. Once submitted, the Recruiter will **Review Create Job Requisition** if they did not initiate the transaction. During this step they can approve, edit, or send back.
3. The Budget Manager will **Review Create Requisition**.
 - At CCC and SFCC, the Budget Manager may approve, edit, or send back.
 - At NNMC and CNM, the Budget Manager can approve, send back, or deny.
4. Dependent on college leadership reviews of the job requisition, compensation, and assigned roles are needed at various levels.
 - At NMCC, approval is needed at VP level.
 - At SFCC, approval is needed from VP to President level.

Guidance On Approve, Correct, Send Back

In some instances, reviewers may approve, correct, send back, or deny transactions. Below is some additional guidance:

- **Approve** when all the information on the transaction is accurate.
- **Correct** when a slight error needs to be fixed and you know what the correct information is. Use this option if you are in a time crunch to get the approval through, or if this is a one off-instance where the initiator has put in the wrong information.
- **Send Back** when information is consistently wrong. This can be used as a teaching tool to coach the initiator. Notes can be added to indicate where they need to correct the information, or who they may need to work with outside of Workday to gather the correct information.
- **Deny** if there is no budget allocated. Deny will immediately terminate the process and cannot be undone.