1 Who is the Hiring Manager?

The Hiring Manager is the decision maker for the vacancy. Usually either the Hiring Manager or their assistant will complete the requisition and offer details online.

2 What is a Requisition?

The Hiring Manager (or assistant) begins the hiring process by completing a requisition. This is the form within the recruitment system that includes all the information about a vacancy.

The requisition number will be the unique identifier for the vacancy throughout the process.

3 The Approval Email

Approvers receive an email at the appropriate point in the approval path. This email will indicate whether it is a requisition approval or an offer approval.

4 What is the Approval Path?

The approval path is the sequence that approval requests follow within the system.

For example, perhaps the approval path is 1. Section Manager 2. Head of Department and 3. Divisional Head.

In this instance the Section Manager is sent an approval request email first. Once they have responded the HoD is sent an approval request email. Finally, following the HoD, the Divisional Head receives the approval request email.

5 What is the Offer Grid?

Once a preferred candidate has been selected, the Hiring Manager (or assistant) will complete an Offer Grid online. The Offer Grid is the form used to capture all details necessary to create the Letter of Offer.

Advertised Vacancy - High Level Process Flow

Match the numbers to the explanations for more information.

What is e-Share?

To save you time, the link in your approval request email launches a special tool with summary details and quick access to the approval function. This tool is referred to as e-Share.

See **OVER** for more detail on approving through e-Share.

Four Steps to Approval

1 GET AN EMAIL

You will be notified by email whenever an approval is required of you. Just click the **Respond** link and this will launch the e-Share approval site.

2 REVIEW THE DETAILS

You can review all the appropriate details. For example, if you are approving a requisition, you will have access to the requisition information. If you are approving an offer, you will have access to information on the original requisition, the preferred candidate and the offer details.

3 ACCESS MORE INFORMATION

The detail links in the Information Summary area allows you to view a PDF summary document.

Any attached documents will also be available to you in this area.

4 APPROVE/REJECT/PASS

You have the ability to Approve or Reject.

You may sometimes have an option to Pass. Please be mindful of the required approvals for the specific position before using this option. For example, some positions require Divisional Head approval in order to proceed.

Taleo Taleo e-share Center

Click **Done** to save your decision

Done   Cancel

Review any **comments** from the Hiring Manager

Requisition Approval Request

Requisition   1100578 — Administration Assistant
Requested by   Training Manager05
Comments   **Please approve the following.**

Please review the Requisition Information Summary and respond to t soon as possible.

Approve/ Reject or Pass

In response to Training Manager05's approval request:

I approve this requisition

Review the **approval path**

Requisition approval path details

Comments (required if you do not approve the requisition)

Add a **comment** *(mandatory if not approving)*

☐ Notify me once the task is completed

Click for an expanded **PDF** summary of the Requisition details

(Candidate and offer detail links also present if approving an offer)

Requisition Information Summary

Requisition Details
1100578 — Administration Assistant

Recruiter	**Team Recruitment**	Recruiter Assistant	**Training Facilitator**
Hiring Manager	**Training Manager05**	Hiring Manager Assistant	**Training Manager05**
Recruiting Unit	**Centre for the Study of Agriculture, Food and Environment**	Justification	**New Position**
Primary Location	**Dunedin**	Target Start Date	—
Attachments	Administrative Assistant JD.docx		

Click to open any **attachments**

In response to Training Manager05's approval request:

I approve this requisition

I approve this requisition
I pass; I do not approve nor reject this requisition
I reject this requisition

Reg

Once you have approved via e-Share the email link will no longer work. If you need to review any details after approval, simply login to the online recruiting system.

http://otago.taleo.net

(refer to the Collaborators' Fact Sheet or online resources in the Managers' Toolkit for assistance)