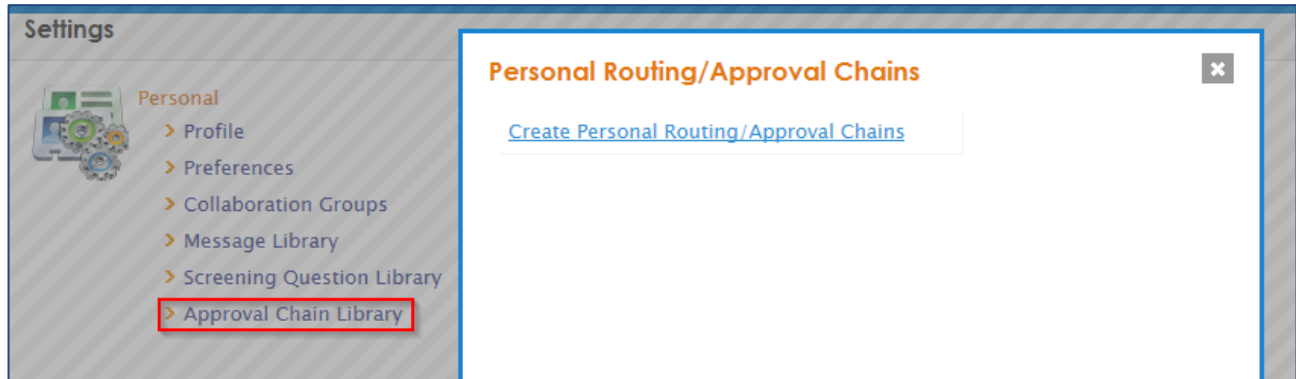# Job Aid – Approval Chains in RECRUITview

RECRUITview users can set up approval chains in their personal preferences to configure one or more individuals who will approve a job requisition upon creation. Job approvers can either be other RECRUITview users or non-system users with a valid email address. RECRUITview users with Administrator privileges can also configure global approval chains for all users within an organization.
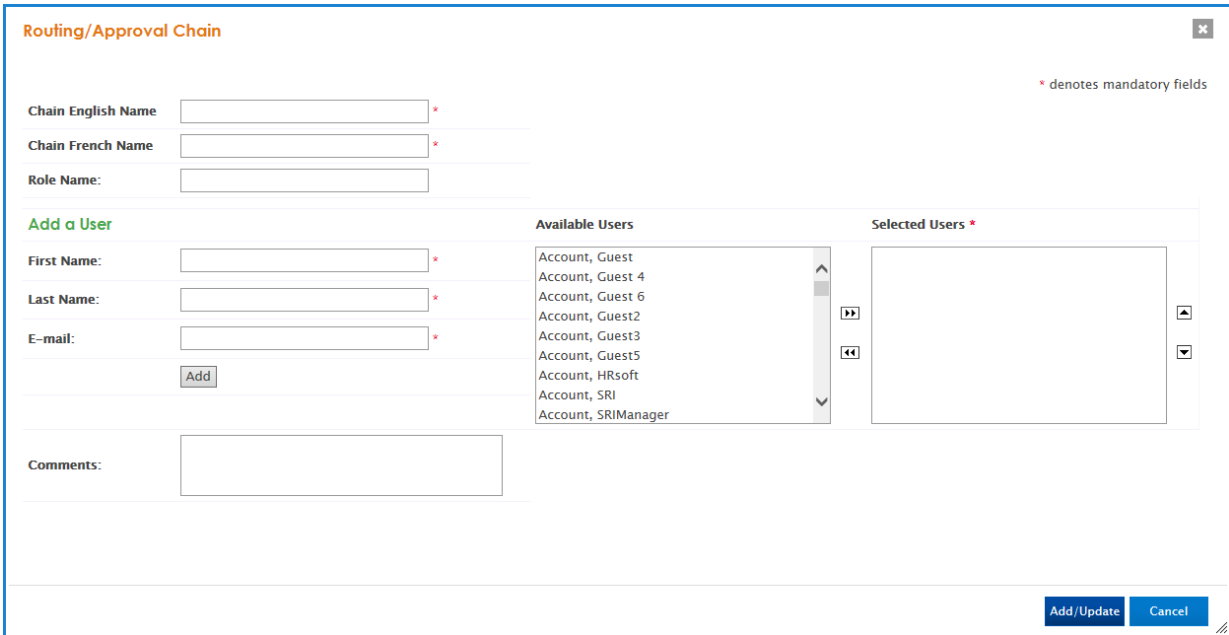
Configuring Personal Approval Chains

1. Click the **ADMINISTRATION** button.
2. Under the **Settings** >> **Personal** menu, click **Approval Chain Library**. The Personal Routing/Approval Chains dialog box opens.
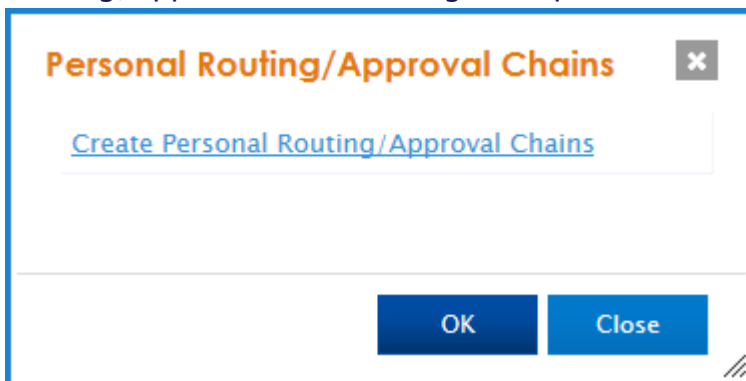
To add an Approval Chain

1. In the Personal Routing/Approval Chains dialog box, click the Create Personal Routing/Approval Chains link. The Routing/Approval Chain dialog box opens.

2. Enter a Chain Name (note that if you have a bilingual system you will see Chain English Name and Chain French Name field, both of which require a value).

3. Enter a Role Name (optional). This value, along with Comments, can be used to distinguish between approval chains if they are to be used for specific roles.

4. To add an approver who is not a RECRUITview user, enter First Name, Last Name, and E-Mail, then click the Add button. The user's name will appear in Selected Users.

5. To add RECRUITview users, select one or more users in the Available Users box (to select more than one user at a time, press and hold the Ctrl key while clicking) and click the right-arrow ▶▶ button to move to Selected Users.

6. To remove users from the list, select users in the Selected Users box and click the left-arrow ◀◀ button to remove. RECRUITview users will return to the Available Users list, and non-system users will be deleted.

7. To change the order in which the Selected Users will approve the job, select the user and use the up ▲ and down ▼ arrows to reorder.

8. Click Add/Update.
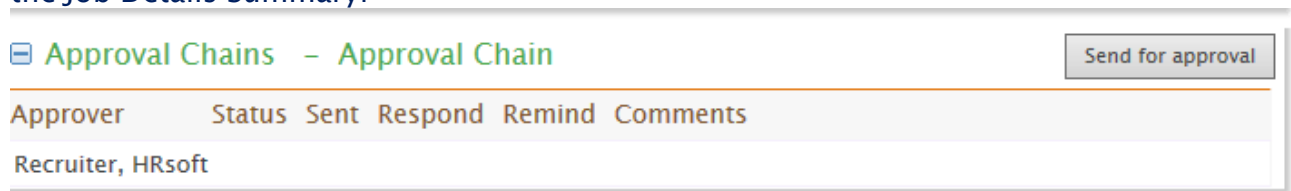
To edit an existing Approval Chain

1. In the Personal Routing/Approval Chains dialog box, click the Chain Name. The Routing/Approval Chain dialog box opens.
2. Make the desired changes.
3. Click Add/Update.

To delete an Approval Chain

1. In the Personal Routing/Approval Chains dialog box, click the Chain Name. The Routing/Approval Chain dialog box opens.
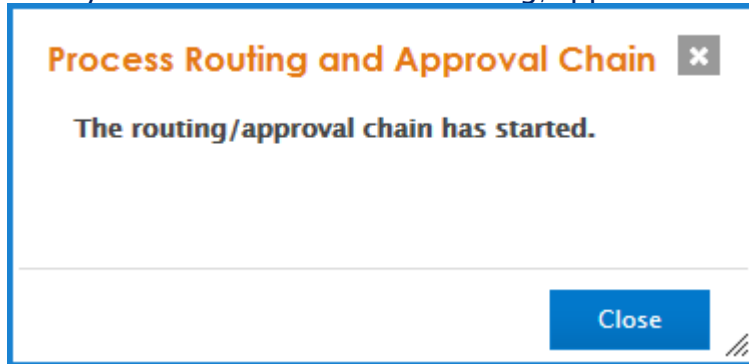2. Click Delete.

Approving a Job

Once the job has been created, the job owner will click the Send for Approval button in the Job Details Summary:
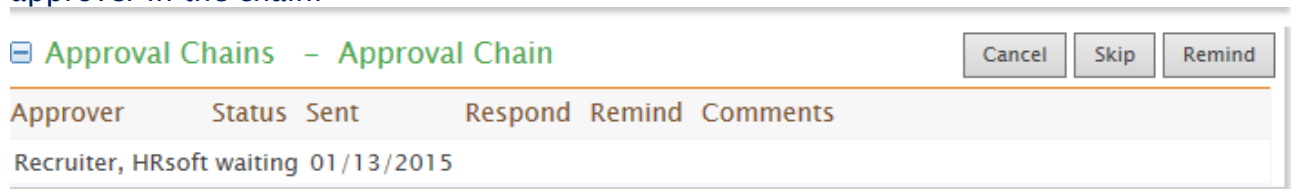
The system confirms that the routing/approval chain has started:

The job is moved to Waiting for Approval status, and the date on which the approval chain was started is recorded in the Job Details Summary. The job owner can cancel the approval chain, skip an approver in the chain, or send a reminder message to the next approver in the chain:

The first user in the approval chain is sent an email containing the job details, instructions to approve or reject the job requisition, and a link to the approval page:

From: support@hrsoft.com
To:
Cc:
Subject: CAAR696364 - Review and approve job

Instructions:

Please review this job information, and approve or reject, while providing comments. This job will follow the approval chain defined below.

Click here to approve or reject job requisition.

CAAR696364   (777090970)

Routing/Approval Chain: Approval Chain [13-Jan-15]

Approver	Status	Sent	Respond	Remind	Comments
Recruiter, HRsoft	waiting	01/13/2015			

Owner: Manager, HRsoft (U87104233800001)
Job Location: United Nations, N/A, International
Jobs by Status: Draft
WebSite Category: Administration

Job Description

Upon clicking the link, the approver is taken to a web page where they can approve or reject the job and enter comments without being required to log in to RECRUITview:

Process Routing and Approval Chain

Please review this job information, and approve or reject, while providing comments. This job will follow the approval chain defined below.

Approver	Status	Sent	Respond	Remind	Comments
Recruiter, HRsoft	waiting	01/13/2015			

Enter your comments below:

Approve   **Reject**

![HRsoft - Talent Management Software]

All approval activity is recorded in the Job Details Summary:

Approval Chains – Approval Chain						Restart	Cancel
Approver	**Status**	**Sent**	**Respond**	**Remind**	**Comments**		
Recruiter, HRsoft	Rejected	01/13/2015	01/13/2015		Rejected		