PV TALENT
Position Description & Applicant Tracking System

Our Tradition…. 

Your Opportunity!
APPROVING AN ACTION REQUEST:
POSITION DESCRIPTIONS, JOB POSTINGS & HIRING PROPOSALS
APPROVING ACTIONS

• Initiators are the only users with a user scope that can create a Position Description, Job Posting and Hiring Proposal

• Approvers cannot create an action in the system

• An Approver cannot be an Initiator and vice versa.

• However, an Approver can edit an action that is in his/her Inbox

• The steps to approve the action are same whether it is Position Description, Job Posting or Hiring Proposal
1. Make sure you are logged in with the appropriate user scope. If not, change your user scope using the dropdown menu above and the click the little refresh button right next to it.

2. Actions pending review and approval will be in your Inbox. Your Inbox is tabbed by Job Posting, Hiring Proposal & Position Requests.

3. The number of actions pending on each tab will also appear.

NOTE – You will receive an initial email notification when an action is sent to your Inbox for approval. The action will remain in your Inbox until it is approved. The system does not send reminder emails.
1. Click on the tab of the actionable item for review and approval.

2. Within the tab, click on the Title of the action for review and approval.
1. The basic details about the position description will be here.

2. Edits can be made by clicking the “Edit” button next to the page or section that requires edits.

The Summary Page provides all details related to the action.
To approve and route the action to the next approver, click on the “Take Action on Request” dropdown menu.

Reference the appropriate workflow diagram on the PV TALENT webpage to determine where the position description should be sent next.

NOTE – If rejecting an action, an Approver can reject the action back to the previous approver in the workflow or reject it back to the Initiator.
1. Once you have selected the routing option, the “Take Action” screen will appear.

2. Comments can be added here when moving the action along the workflow. If returning (rejecting) an action, comments are required.

3. To add a position to your Watch List, check the box. If you select the option “Keeping Work on this Position Request”, it is encouraged that you add it to your Watch List for easy retrieval later.

4. Click “Submit” to send the action for approval to the next approver in the workflow or to return it.
The green confirmation notification above will appear when you have successfully routed the position.
1. Every action has a history page that tracks email notifications sent, workflow states and notes created by the Initiators and approvers as document travels along the workflow.

2. Comments can be seen, if Initiator or Approver(s) have made any. These comments appear with date stamps of and workflow action performed by Initiators and Approvers.

NOTE - The system will track how many days an action has been at a particular workflow state.
END OF THIS SECTION