Introduction
Approvals in CHRS Recruiting occur only for the Job Card, which is completed to initiate a recruitment. Email notifications will be sent to approvers in sequence. The Budget Office will only be approving staff and management recruitments and will almost always be the last step in the approval process. The only exception is new management positions.

Step-by-Step Process

<table>
<thead>
<tr>
<th>Approve a Job Card – Option 1</th>
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<tbody>
<tr>
<td>1. Reply to the email</td>
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<tr>
<td>2. Enter “Approve” in the body of the email</td>
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<tr>
<td>3. Send the message</td>
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*Please note, this will likely only be used if you are already aware of the recruitment and can confirm the information without reviewing the Job Card.*
Approve a Job Card – Option 2

1. From the email notification, Click View requisition
2. CHRS Recruiting uses your SJSUOne credentials to login – if you already logged in it will take you to directly to the Job Card
3. View the Job Card and scroll to the bottom of the page
4. If the approval belongs to you and everything looks okay, click Approve
5. If the approval belongs to someone else, click Edit to change the approver’s name

If applicable, you may decline the Job Card as well. This will notify the hiring manager and the person who created the Job Card.
Change the approver name

6. When you click edit from the Job Card, a window will pop-up.
7. Change the approver’s name and ensure the email appears; you can search using the binocular icon as well.
8. Once the name is changed, click Submit.

The new approver’s name appears

9. Scroll to the bottom of the page and click Cancel to close the window; do not click the cancel in the Approval Process section.

Approve a Job Card – Option 3

1. Navigate to one.SJSU.
2. Search for or click the CHRS Recruiting tile.
3. If you are already logged in, you will be taken to your CHRS Recruiting dashboard; otherwise you will be prompted to login using your...
The Dashboard is displayed

On the list dashboard, approval information can be seen in three places:

A – The pink Pending Approvals circle will display when you have pending approvals; click the circle to see the list of jobs to approve then click View to view the Job Card; please note, this list will include jobs you need to approve now and other jobs for which you are in the approval chain (some you may have approved already, some may still be in process)

B – In the full list of jobs, those Pending Approval will be noted with a pink icon; click the icon to see the full list of jobs to approve or click the job title from the main list

C – In the Manager Activities section, the jobs awaiting your approval will be listed with a pink circle; click the hyperlink to see the full list of jobs to approve then click View on the Job you wish to approve
The Job Card displays
1. Scroll to the bottom of the page
2. Click Approve (A)

If applicable, you may decline the Job Card as well. You will be prompted to select a reason for the denial and given a space to enter notes. This will notify the hiring manager and the person who created the Job Card.