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. After one person approves, the next will receive an email and so forth.

Step-by-Step Process

**Approve a Job Card – Option 1**

1. Reply to the email
2. Enter “Approve” in the body of the email
3. Send the message

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**Job Requisition Approval**

Job or PO approval

Job or PO approval

Thu, Jun 4, 2:37 PM (2 days ago)

Approve easily by replying to the email with the word Approve

To approve the job requisition via email, please reply to this email with the word "Approve". Please note: the word "Approve" is the only valid response accepted via the email job approval option.

OR

Log into the system to review the requisition and approve

View requisition

Regards,

Demo Campus Recruitment Team
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. Click Approve (A)

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

Please note, you can see the full approval process, along with dates of approval. Depending on your access you may be able to edit the approval process. We recommend leaving as is. (B)

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 – Tile Dashboard

On the tiled dashboard, the Approvals tile will show the number of jobs awaiting your approval and the number you have already approved.

1. Click the hyperlinked number to view the Job Card and approve

Please note, your role dictates which dashboard you will see. There are two types: List, Tiles.

The Dashboard is displayed – List Dashboard

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.

Please note, you can see the full approval process, along with dates of approval. Depending on your access you may be able to edit the approval process. We recommend leaving as is. (B)