

ATS – HR SMART

APPROVING A REQUISITION



You will receive an e-mail to let you know there is a requisition awaiting your approval. The requisition can be approved within the e-mail which will take you to the ATS system via a link. However, if you wish to approve by not following the link within the e-mail you will need to find the requisition through your **MAIN DASHBOARD, RECRUITING** within ATS.

1. Click on **MANAGE REQUISITIONS**. To view all requisitions that have been created by you, routed to you or assigned to you click on the **FILTER** arrow.
2. Click on the **PENDING MY APPROVAL** button. This will then display all of the requisitions awaiting your approval.
3. The requisition can be approved by clicking on the **GREEN TICK** button.
4. If you wish to reject the requisition click on the **RED** button. If you reject the requisition you will need to add a reason why.
5. Comments can be added to the requisition on approval or rejection. Click on **APPROVE**.
6. You will now be returned to **MY PENDING APPROVALS** page.