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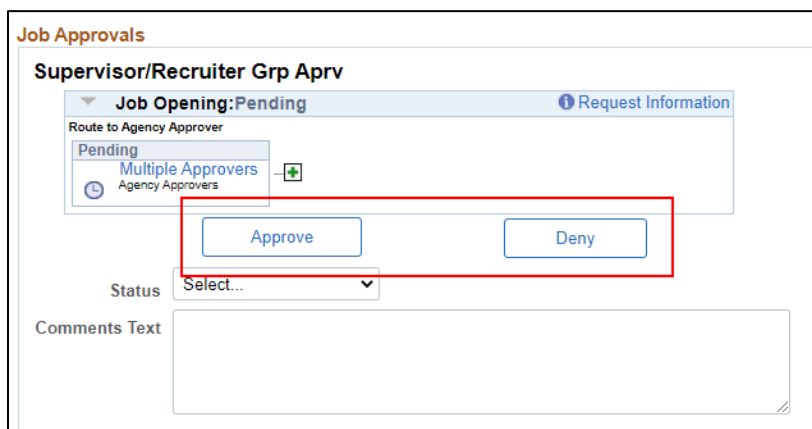
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Overview

This job aid addresses how to approve/deny a job opening and includes an Approver checklist.

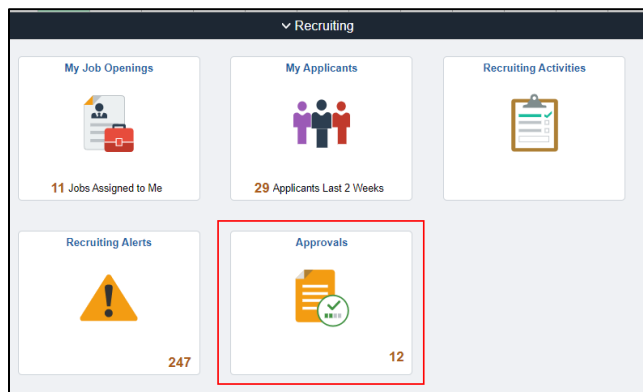
Review and Approve a Job Opening

Anyone who has the WI_RECRUITING_AGENCY_APPROVER security role associated with the department attached to the Job Opening, can approve the job opening. Those with the approver security role will have **Approve** and **Deny** buttons.

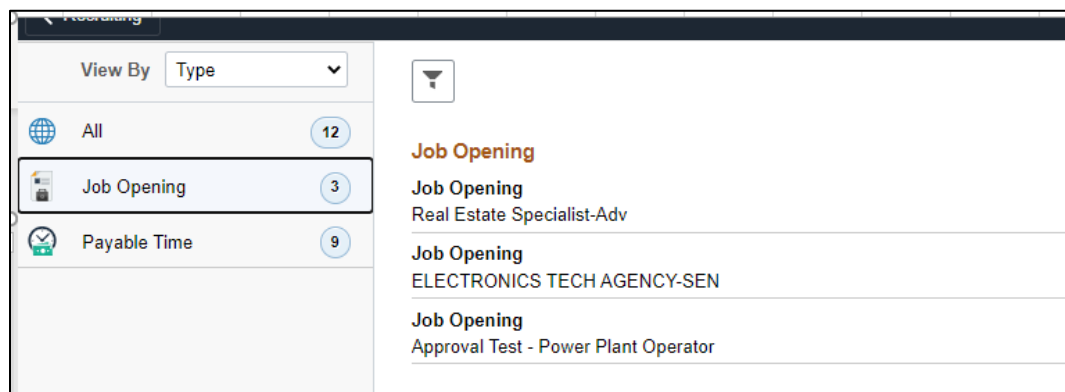


Accessing Approvals

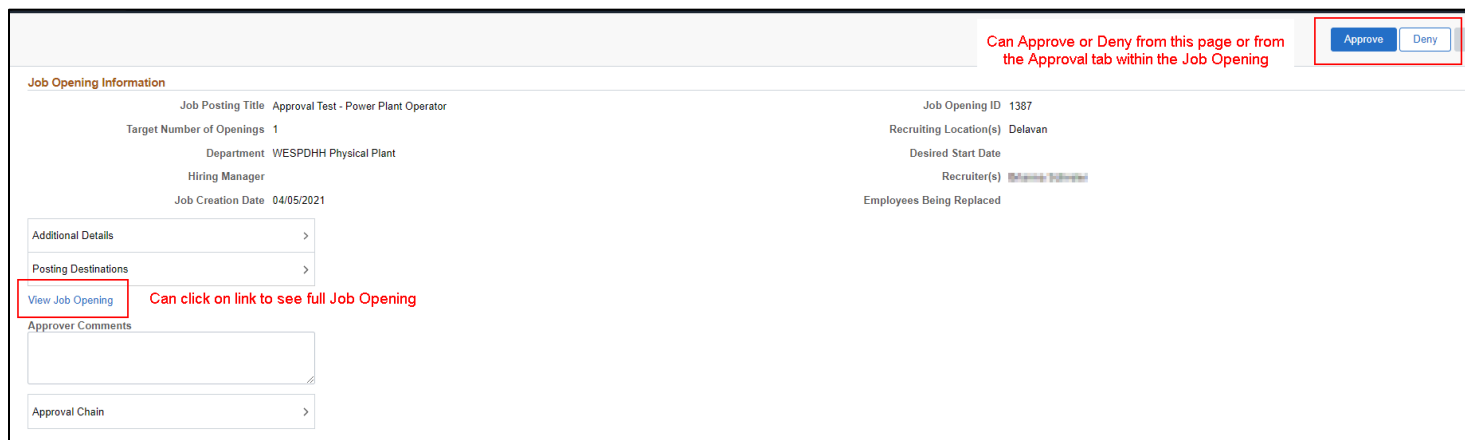
1. Approvers can access their approvals from the **Approvals Tile** (only those with some type of Approval security have an Approvals Tile) from the **Recruiting Homepage**.



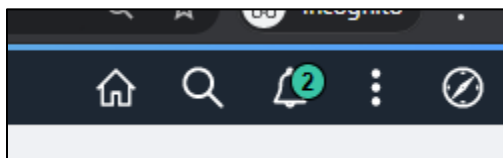
- a. Click on the **Job Opening** from the Approvals page to access the Job Opening information.



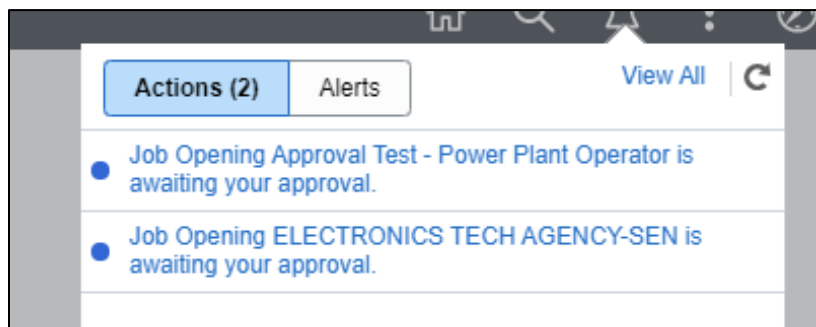
- b. When the approver clicks on the Job Opening information, they are brought to an approval page where they can Approve or Deny the Job Opening and/or click on a link to access the Job Opening (where they can approve from Approvals tab within the Job Opening).



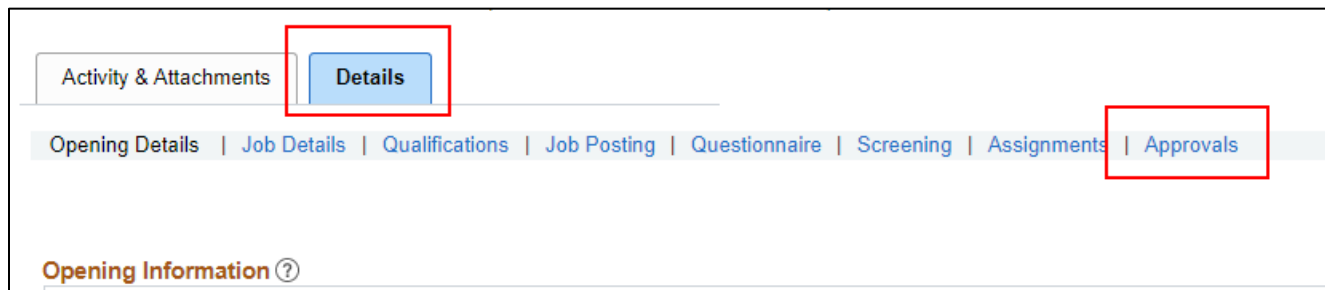
2. There will also be an Alerts notification that appears at the top of all pages in STAR.



a. When the approver click on the Alerts, a Job Opening Approval message appears. When the approver clicks on the message, they will be brought directly to the Job Opening.



b. The approver must then click on Approvals within the Job Opening to access the approval page.



Approver Checklist

Please use the following checklist when reviewing a job opening for approval. Before beginning, you should review the job opening's Selection Assessment Strategy form.

Job Opening ID 1263	Status 005 Draft
Job Posting Title Is Business Automation Senior	Business Unit 39500 (Transportation)
Job Code 13662 (IS BUSINESS AUTO SEN)	Department 0506010000 (Technical Solutions)
Position Number 000545 (Is Business Automation Senior)	Primary Recruiting Location 4036 (Madison)

Opening Details	Job Details	Qualifications	Job Posting	Questionnaire	Screening	Assignments
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Opening Details Tab

- The recruitment template corresponds with the selection assessment strategy
 - If the rating panel will review resumes and letters of qualification, Template 3001 should be used
 - If the rating panel will review resumes only, Template 3003 (resume required/letter of qualification optional) or Template 3006 (resume required/letter of qualification hidden) should be used
- Department ID assigned to the job opening is broad enough for recruiters to access based on row-level security
- The physical/HR location(s) is logical for the job opening
- One primary physical/HR location is indicated
- All necessary recruiting location(s) have been added to the job opening
 - Make sure that the level of recruiting location (city/county/region) is appropriate for the job opening
- Job posting type (e.g., civil service classified, delegated for staffing) and any hiring provisions (e.g., HAM, RMR) are indicated

Job Details Tab

- Schedule type is indicated
- Either Regular or temporary is indicated
 - Even if the job opening is for both types of employment, the recruiter should choose one for search purposes
- Appropriate employment questions (shift preference, full-time/part-time) have been added for recruiter to certify based on shift and/or type of employment (The only employment questions listed on the page are Question ID 1029 and 1030)
- (If the job opening is for multiple classifications) Additional job codes have been added to this page

Qualifications Tab

- Any required qualifications are indicated

Questionnaire Tab

- Questions correspond with the selection assessment strategy
- Questions are an appropriate length and do not require rich text formatting
- Questions where the applicant selects 1 answer are single-choice questions
- Questions where the applicant selects >1 answer are multiple-choice questions
- In the answers to multiple-choice questions, the number of correct answer checkboxes make sense for the question (e.g., if the question indicates “Select 3,” the correct answer checkbox is checked three times)
- Any multiple-choice questions have a not applicable/none of the above response option
- The question order is correct (1, 2, 3....) and no numbers are repeated

Screening Tab

- Screening levels correspond with the assessment tool(s). Refer to the following table

What assessment tool(s) are you using?	What screening level(s) should you set up in your job opening?
<ul style="list-style-type: none"> • Resume Screen 	<ul style="list-style-type: none"> • Resume screening
<ul style="list-style-type: none"> • Occupational Inventory Questionnaire (OIQ) 	<ul style="list-style-type: none"> • Online or Manual Screening
<ul style="list-style-type: none"> • Training and Experience (T&E) 	<ul style="list-style-type: none"> • Manual Screening
<ul style="list-style-type: none"> • Questions where applicants select answer(s) (e.g., are you over age 18, do you have a current driver’s license, what areas do you have experience in) 	<ul style="list-style-type: none"> • Can be Online or Manual Screening
<ul style="list-style-type: none"> • Questions where applicants select answer(s) (e.g., are you over age 18, do you have a current driver’s license, what areas do you have experience in) • Resume screen 	<ul style="list-style-type: none"> • Online Screening to screen out applicants who do not meet minimum requirements • Resume screening

What assessment tool(s) are you using?	What screening level(s) should you set up in your job opening?
<ul style="list-style-type: none"> • Questions where applicants select an answer (e.g., do you have a license) • Open-ended questions where applicants enter an answer (e.g., what is your license number) • Resume Screen 	<ul style="list-style-type: none"> • Online screening (to screen out applicants who said no) – could also enter as a required to pass question on a Manual Screening • Manual screening (to screen out applicants who did not enter a valid response) • Resume screening

- Minimum passing point and maximum raw score correspond with the selection assessment strategy
- Question(s) that are on the Questionnaire tab are associated with a screening level
 - Exception: If there are no points associated with a question (ex. information gathering), there questions should NOT be associated with a screening level. Only questions that have points associated with them should be included in a screening level.
- There should not be anything checked under Required to Pass unless the applicant must both pass the entire screening level and a specific question(s).
 - If the maximum and passing point are the same, nothing should be checked under Required to Pass
 - If a question truly is required to pass, confirm that all answers that are required to pass have Correct Answer = Y next to them.

Assignments Tab

- Recruiter is listed as the primary recruiter
- Human resources staff who will be working on the recruitment are also listed as recruiters

Job Posting Tab

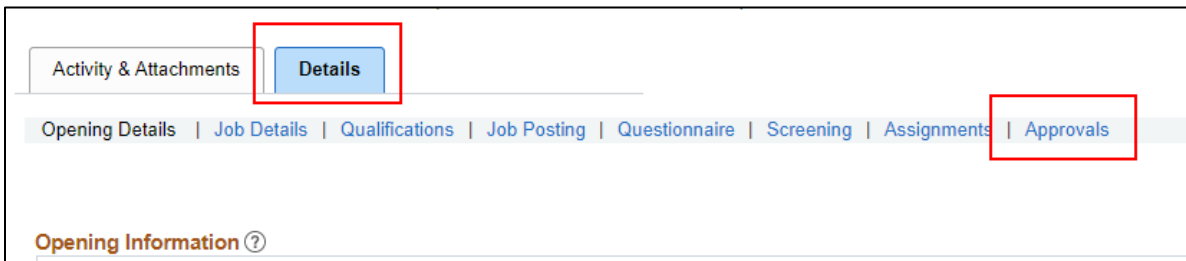
- The posting title is **not** all in UPPERCASE letters
- Job posting title, keywords, and search categories correspond with the job opening
- The default job category is not blank
 - If blank, create a ticket for correction
- All required content is included in the job posting – Representation, Pay schedule/range, Pay rate, Qualifications
- How to Apply Instructions correspond with TAM and the resume template used
- Font within Job Posting is Arial 12pt [if copied from Word]/Arial 16 (web size)]
- There is no italic font in the Job Posting

- Any required supporting documentation and profile items are specified in the How To Apply section of the job posting
- Post Date and Remove Date fields are correct
 - The Relative Open Date is blank
 - Post date = the date that the posting you want the posting to appear
 - Remove Date = the day AFTER the application deadline (also confirm the application deadline is indicated in the **Deadline to Apply** section)
- All links open in a new tab and no links reference old Wisc.Jobs website
- Under Job Posting Destinations, Wisc.Jobs is listed as an External Posting
- Under Job Posting Destinations, ESS Careers is listed as an Internal Posting
- There are no other Posting Destinations listed and the same Posting Destination is not used more than once

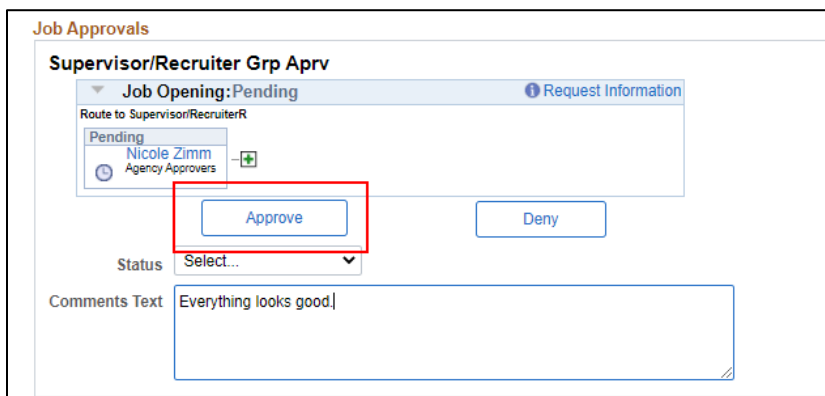
Approve or Deny the Job Opening

Once the review is complete, the approver can either approve or deny the Job Opening.

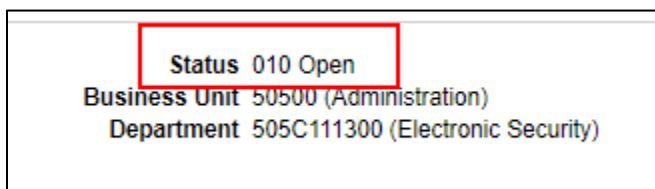
1. Click the **Details** tab within the job opening
2. Click on **Approvals** on the far right side of the page



3. If approved with no changes
 - a. Click the **Approve** button to approve the job opening. The approver can also enter comments as needed.



- b. Once approved, the Job Opening will go to a **Status of Open** and the job will post as of the Post Date listed on the Job Postings tab.

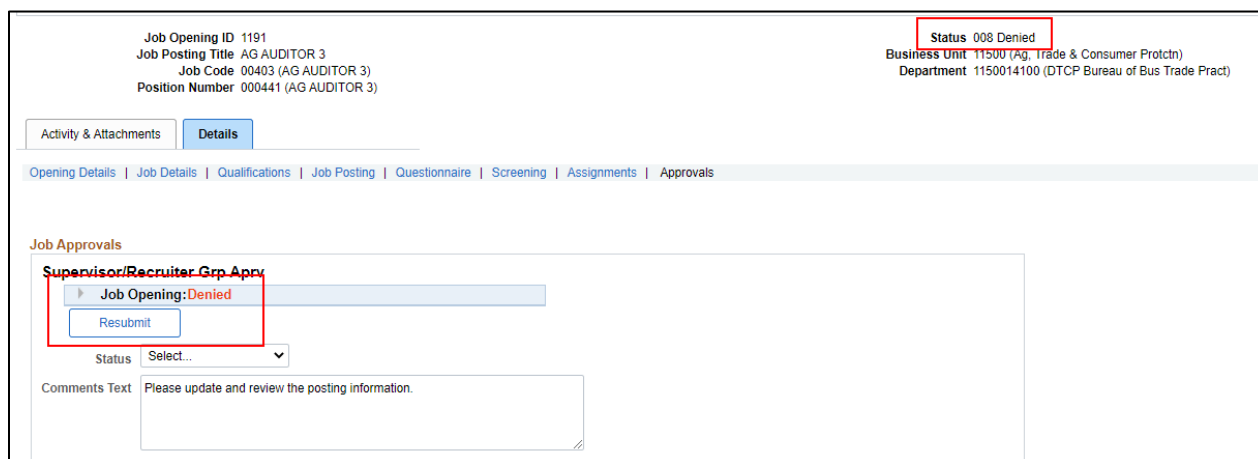
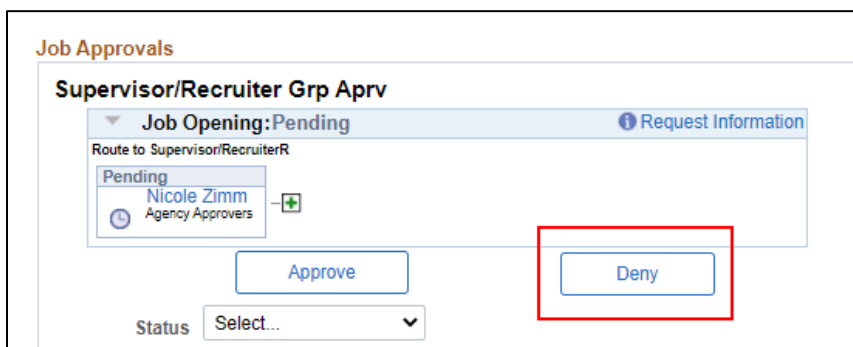


4. If small updates are needed...

- a. The approver has the security to make updates to the Job Opening. If small updates are needed, the approver can make the updates instead of denying the approval and then click the **Approve** button.

5. If denying approval...

- a. The recruiter can deny the approval request by clicking the **Deny** button. If the approver denies the approval, the recruiter can update whatever was wrong and resubmit the request. The Status of the Job Opening will change to Denied.



- b. The recruiter can then update whatever is needed in the Job Opening and then resubmit the Job Opening for approval. Once resubmitted, it will go through the regular approval process again.

Review & Approve a Job Opening

- i. **Note:** There is currently a security issue preventing recruiters from resubmitting the job opening for approval. Until this is correctly, please do not DENY the job opening – reach out to the recruiter to make corrections and then approve the Job Opening once the corrections have been made.

The screenshot shows a web interface for 'Job Approvals'. At the top, it says 'Supervisor/Recruiter Grp Aprv'. Below that, there is a status bar that reads 'Job Opening: Denied'. A blue button labeled 'Resubmit' is positioned below the status bar and is highlighted with a red rectangular box. Underneath the button is a text area labeled 'Comments Text'.