What is a Requisition Approval in Silkroad Recruiting?

During the creation of the requisition the Search Committee Chair inputs which individuals will review the requisition and provide approval prior to the job being posted. These individuals are known as the requisition reviewers.

The approval request is sent via email to the reviewers and includes the details of the requisition, the names and approval status of other approvers and an option to approve or reject the approval request.

Who will be Responsible for Approving a Requisition in Silkroad Recruiting?

The following will have responsibility approving a requisition:

**Staff/Admin Reviewers:**

Reviewer No. 1 (HR Business Partner)
Reviewer No. 2 (Department Head)
Reviewer No. 3 (Division Head)
Reviewer No. 4 (Budget) → xubudget@xavier.edu

**Faculty Reviewers:**

Reviewer No. 1 (HR Business Partner)
Reviewer No 2 (Department Head)
Reviewer No. 3 (Dean)
Reviewer No. 4 (Provost Office)
Reviewer No. 5 (Budget) → xubudget@xavier.edu

All reviewers will be required for requisition approval.

What is Included in the Approval Request Email?

The approval request email that is sent to the reviewers includes the details of the requisition, the names and approval status of other approvers and an **Approve** and **Reject** link.

Some of the detailed information within the approval request email will include the budgeted salary, the position FTE, and the position number.

The approval request email that is sent to the reviewer will come from **Silkroad Recruiting Customer Support** with a subject line of ‘**Xavier University: Job Requisition ‘Job Title.’**

Below is an example of the approval request email:
Steps to Approve or Reject a Requisition:

1. Carefully review all of the information included in the approval request.
2. Once you have completed your review, click on either: I approve this requisition or I reject the requisition link within the email.

Important Note: If you are approving a requisition you will not have the option to provide comments to the Search Committee Chair. If you are rejecting a requisition you will have the option to provide comments and/ or indicate recommended changes to the requisition via email to the Search Committee Chair.

Next Steps once a Requisition is APPROVED:

If the requisition is approved, no further action is required by the reviewer. The requisition approval process is setup to run through sequential order automatically so once reviewer no.1 (Department Head) has approved the request an email is automatically sent to reviewer no.2 (Division Head/Dean) and so on.

When reviewer no. 1 (Department Head) approves the request the reviewer’s approval status automatically updates in Silkroad Recruiting to Approved so there is record that the approval took place.

An email notification will be sent automatically to the next approver in the process.

Next Steps if a Requisition is REJECTED:

If a requisition is rejected, the reviewer needs to enter a detailed reason as to why (i.e. Budgeted Salary is only $45,000 not $50,000) in the email message to the Search Committee Chair.

The reviewer’s approval status automatically updates in Silkroad Recruiting to Rejected with Reason so that there is record of the approval process. In this case the process is suspended until the reason for the rejection is addressed.

Once the Search Committee Chair has received the email they will make the appropriate changes and resend a new approval request email back to the reviewer.

Important Note: The email correspondence following a rejected approval will look exactly the same as the original email so a reviewer should make sure to treat all emails from ‘Silkroad Recruiting Customer Support’ as a new email because what was changed will not be highlighted.

Once the requisition is approved the review process will continue and an email will be sent to the next reviewer.

What Happens Next?

Once you complete your review and the requisition has been approved your role in the requisition approval process is complete. Once all reviewers have approved the requisition an email will automatically be sent to the Search Committee Chair as well as HR notifying them that the job is ready to be posted.

Requisition Approval Training Complete!
For more information on the Silkroad Recruiting Process please be sure to reference the additional training guides posted to the Hiring Resource Guide.