

# Silkroad Recruiting:

## Requisition Approval Training

### Training for Department and Division Heads

**(FOR SECURITY PURPOSES, WHEN OPENHIRE IS INACTIVE FOR 60 MINUTES, YOU WILL BE TIMED OUT. YOU WILL RECEIVE AN ERROR MESSAGE – USE A DIFFERENT BROWSER TO CONTINUE)**

#### What is a Requisition Approval in Silkroad Recruiting?

During the creation of the requisition, the Requisition Creator will input the individuals that will be responsible for approving the Requisition prior to the position being posted. These individuals are known as the requisition approvers.

The approval request will be sent via email.

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

The following will have responsibility approving a requisition (all approvers will be required for requisition approvals):

##### Staff/Admin Approvers:

Approvers No. 1 (HR Business Partner)

Approvers No. 2 (Department Head)

Approvers No. 3 (Division Head)

Approvers No. 4 (Budget)

##### Faculty Approvers:

Approver No. 1 (HR Business Partner)

Approver No. 2 (Department Head)

Approver No. 3 (Dean)

Approver No. 4 (Provost)

Approver No. 5 (Budget)

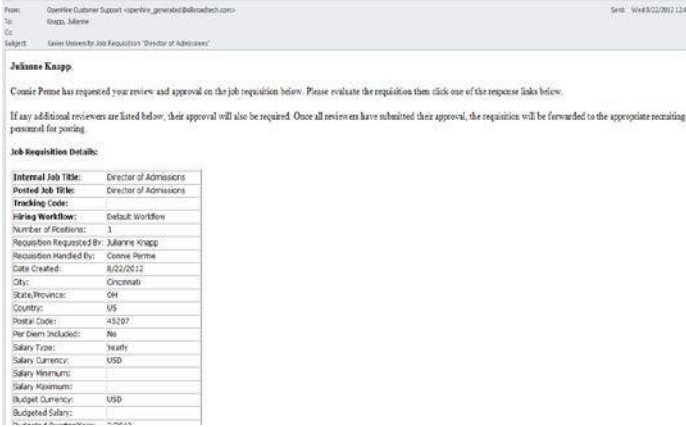
#### What is Included in the Approval Request Email?

The email will include:

- Requisition details, to include budgeted salary, position FTE, and position number.
- Name and approval status of other reviewers.
- **Approve** and **Reject** link.

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

Example of approval request email:



[I approve this requisition](#) without comment

Please "Cut & Paste" this link if your email application doesn't support html:  
<https://xavier-openhire.silksroad.com/capturethefile.cfm?sid=1129&cid=16433.0&ssid=1606&did=0146515D5B&pid=495DABFD0CA768A3C3ABD672079F48B6&go=1011>

[I reject the requisition](#) (If you choose to REJECT this requisition, you will have the option to provide comments and/or indicate recommended changes to the requisition via email to sender)

Please "Cut & Paste" this link if your email application doesn't support html:  
<https://xavier-openhire.silksroad.com/capturethefile.cfm?sid=1129&cid=16433.0&ssid=1606&did=0146515D5B&pid=495DABFD0CA768A3C3ABD672079F48B6&go=1010>

Steps to Approve or Reject a Requisition:

- Carefully review all of the information included in the approval request email.
- 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 Requisition Creator.  
 If you are rejecting a requisition, you will need to provide specific details of the rejection by **emailing** the Requisition Creator.

Next Steps once a Requisition is APPROVED:

If the requisition is approved, no further action is required by the approver.

The requisition approval process is setup to run through sequential order automatically. Once approver no.1 (HRBP) has approved the request, the status will update in SilkRoad Recruiting to **Approved** and an email is automatically sent to approver no.2 (Dept. Head) and so on.

Next Steps if a Requisition is REJECTED:

If a requisition is rejected, the approver will need to email the Requisition Creator with the specified reason for the rejection (i.e. Budgeted Salary is only \$45,000 not \$50,000).

The approver's approval status will automatically update in Silkroad Recruiting to **Rejected with Reason**. In this case the process is suspended until the reason for the rejection is addressed.

Once the Requisition Creator has received the email, they will need to make the appropriate changes and resend a new approval request email back to the approver.

**Important Note:**  
 Approvers should review all emails from "SilkRoad Recruiting Customer Support" thoroughly as changes/revisions will not be specified.

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

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 approvers have approved the requisition, an email will automatically be sent to the Requisition Creator as well as HR notifying them that the job is ready to be posted.