Approved

The recruiting manager will Approve the requisition, and it will convert to an open Job with a unique URL for the job application. Now, the hiring process can begin.

Capture10.PNG
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You can view the status of job requisitions by viewing the All Job Requisitions screen.

Capture11.PNG
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Once the Job Requisition is converted into a Job through Recruiting Manager approval, additional fields populate that will Recruiters manage the Job.

image-1618247681170.png
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Management Advisory = Date the first Management Advisory was sent to Hiring Manager

Recruiting Strategy = Date the first Recruiting strategy was sent to Hiring Manager

Lead Generation = Date the recruiter posts/starts sourcing candidates

Pause Recruitment = Date Recruiting is paused

Pause Justification = Select reason for Pause

Restart Recruiting = Remove Pause and restart recruiting efforts

Hover over Capture12.PNG to see description of the field
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