Approve a Job Opening Request

Purpose: The purpose of this document is to guide users through the process of approving or denying a Job Opening Request (JOR).

The Job Opening Request form is used to validate funding/budget, obtain the required approvals to hire, collect all information required to post a job, and where necessary, create/update position information.

Audience: University of Calgary employees responsible for approving Job Opening Requests.

Prerequisites: Before you proceed with this transaction, ensure the following has occurred:
- You have received notification your approval is required on a Job Opening Request

Related Documents For related Job Opening Request (JOR) learning resources visit: Job Opening Request Enhancement Project

QuickLinks Click a link below to navigate directly to that section of the document.
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- Step 2: Approve Job Opening Request
- Job and Position Data
- Position Rationale
- Budget Information
- Job Posting Information
- Workflow

Questions? UService
Step 1: Navigation and Opening the JOR

1. Log into the myUCalgary portal.

2. Under the Tasks heading, locate the Job Opening Requests section.

   This section will show any Job Opening Requests (JOR) requiring your approval.

3. Click the Pending link to open the JOR. The request will open in a new tab.

   **NOTE:** If the new tab does not automatically open, you may need to update your browser settings to allow pop-up windows from that site.

Step 2: Approve Job Opening Request

The Approve Job Opening Request page will open. The header at the top of the page provides an overview of the submitted information and can be found in the Job Opening Request Information and Additional Information section.

The sections below contain detailed information about the JOR form that was submitted.

**NOTE:** Click the section headings to expand or collapse sections as needed.
Job and Position Data

1. Review the Position/Job Information

**NOTE:** If the request is for an existing position, the information will be broken out to display position details that have changed as a result of the request as well as the details that remain unchanged.

Job Related Information

2. Review the Job Related Information

**NOTE:** This section shows the Employee Classification, Maximum Offer Amount and identifies if a strong internal candidate exists for the position or if the employee is being replaced.

Position Rationale

3. Review the Position Rationale that was provided for the submission
Budget Information

4. Review the Budget Information for the position.

NOTE: This section will not display for any positions that are unpaid.

Salary and Benefit Chartfield Information shows the departments/projects that will be funding the position.

If the request is paid from operating funds:

The Operating Budget Information displays the budget details including the Budget Department and Budget Amount as well as if the salary is recovered from a project. For existing positions, it will also display if there are any budget exceptions.

If the request is paid from project funds:

The Estimated Project Commitment which provides an estimate of the cost of the hire (including benefits) and pulls the budget and end date of the project indicated to highlight any gaps/exceptions.

NOTE: Negative project balances represent a credit or funds available for spending and display in green; positive project balances represent overspent projects and display in red.
Job Posting Information

5. The **Job Posting Information** section highlights the information related to posting request the opportunity.

<table>
<thead>
<tr>
<th>Field</th>
<th>Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Profile Database Number</td>
<td></td>
</tr>
<tr>
<td>Job Posting Title</td>
<td></td>
</tr>
<tr>
<td>Posting Location</td>
<td>Internal</td>
</tr>
<tr>
<td>Immediate Posting</td>
<td>Yes</td>
</tr>
<tr>
<td>Posting Length</td>
<td>7 calendar days</td>
</tr>
<tr>
<td>Recruiting Location</td>
<td></td>
</tr>
<tr>
<td>Primary Hiring Manager</td>
<td></td>
</tr>
<tr>
<td>Secondary Hiring Manager(s)</td>
<td></td>
</tr>
</tbody>
</table>
Workflow

The Workflow section displays the steps in the approval workflow as well as the approval status broken out by group.

Approval steps that have been completed will show as Approved. The current step in the workflow displays as Pending, and any future steps display as Not Routed.

**NOTE:** Any comments entered as part of the workflow are visible by clicking on the Comments section to expand and can be clicked again to collapse.

6. Scroll to the top of the screen to action the request.

The Comment field allows you to provide comments for the approval.

**NOTE:** Comments are only mandatory if you Deny the request, in which case you must provide necessary context for the initiator.
The Approval Status indicates the current status of the JOR and will update once the Approve or Deny button has been selected.

7. Once you have reviewed the request, select Approve or Deny.

If approved, the Approval Status will update as will the current Workflow step where any comments that were entered as part of the approval process will appear. The next step of the Workflow will now show as Pending.

If denied, the workflow will terminate and an email notification will be sent to the initiator which includes the workflow comments entered.

NOTE: Use the Add Comments button to save a comment outside of an approval or denial. For example, if you click the Approve button and realize you need to add a comment, you can enter it and click the Add Comment to save it to the workflow.

8. Exit the request by closing the Job Opening Request tab.

END