Approving a Job Opening

Sample: Approval Email Generated from the system to the Hiring Manager

Copy of email to Approve a Job Opening (sent to hiring manager):

-----Original Message-----
From: hrjob@CLEMSON.EDU [mailto:hrjob@CLEMSON.EDU]
Sent: Tuesday, April 08, 2008 3:19 PM
To: mkaye@CLEMSON.EDU
Subject: Approval is Requested for Job Opening (8182) Accnt/Fiscal Analyst II

A Job Opening has been entered which requires your attention.

Job Opening ID:  8182
Posting Title:   Accnt/Fiscal Analyst II

To view this Job Opening, visit:


You can either click the link included in the email or follow the navigation shown below to approve the position.

- Sign into PeopleSoft
- Click Recruiting
- Click Pending Approvals
• Click on the **Job Approval: Accnt/Fiscal Analyst II** link

Go through each screen of the job opening and make necessary changes; always run spell check for the posting sections → Click on Approve (you can insert applicable comments in the comments block).
Once approved, the **JobOpening Approval** box will show that the Hiring Manager has approved and it is pending the recruiter.
Once approved, the system generates an email to the recruiter notifying him/her that a job opening requires his/her approval.

**Sample: Approval Email Generated from the system to the Recruiter**

Once the job opening is approved by the recruiter, the following email is sent to: Hiring Manager

-----Original Message-----
From: hrjob@CLEMSON.EDU [mailto:hrjob@CLEMSON.EDU]
Sent: Tuesday, April 08, 2008 3:24 PM
To: mkaye@CLEMSON.EDU
Subject: Job Opening ID (8182) Accnt/Fiscal Analyst II has been Approved

The following Job Opening has been "Approved".

Job Opening ID: 8182
Posting Title: Accnt/Fiscal Analyst II

To view this Job Opening, visit:


The job is now posted.