HOW TO APPROVE JOB REQUISITIONS

As a manager, it is important to review the requested Job Requisitions before approving or sending back for additional information. Connect to Workday from the Google Apps icon within Email or Calendar.

1. Navigate to **Inbox** .
2. Click on inbox notification for job requisitions sent by worker.
3. Review details.
4. **Approve, Send Back, or Deny.** If you send back you must include a reason(s). If you deny, it ends the process completely.
5. Click **Details and Process** for further information on next steps and status.
6. Click **Done.**

Note: For specific questions regarding job requisitions contact the Human Resource Department or the originator of the process.

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