

# Talent Connect Tips and Tricks

## Job Requisition Creation

1. *The initial display for creating a job is entirely on the left side of the screen. Clicking the checkerboard-like icon will display the fields on both the left and right side of the screen, allowing you to see more information at one time.*

### Before

**Create Job**

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**JOB TEMPLATE**

Template \*  
-Select- ▼

Job ID  
*(blank)*

Standalone JDxpert ID

Job Folder  
Pending Approval ▼

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**DEPARTMENT INFORMATION**

Business Unit Name (Portal)  
*(blank)*

Business Unit  
*(blank)*

Organization / Company

Division

Sub-Division

Department



## After

A screenshot of the 'Create Job' form. The form is titled 'Create Job' and has a 'Cancel' button on the left and a 'Next' button on the right. It is divided into two main sections: 'JOB TEMPLATE' and 'DEPARTMENT INFORMATION'.  
**JOB TEMPLATE**  
- Template: A dropdown menu with '-Select-' selected.  
- Job ID: A text field containing '(blank)'.  
- Standalone JDXpert ID: An empty text field.  
- Job Folder: A dropdown menu with 'Pending Approval' selected.  
**DEPARTMENT INFORMATION**  
- Business Unit Name (Portal): A text field containing '(blank)'.  
- Business Unit: A text field containing '(blank)'.  
- Organization / Company: A text field.  
- Division: A text field.  
- Sub-Division: A text field.  
- Department: A text field.  
- Primary UC Fund: An empty text field.  
- Primary KFS Account: An empty text field.  
- Primary KFS Sub Account: A text field.

## Job Requisition Approval

### Tips:

- Resend approval emails as reminders to listed approvers by clicking the Resend button.
- Skip over any listed approvers to advance the approval process by clicking the Skip button.
- The system assigns a status to the approver so that the recruiter knows where the approval stands. These statuses can also be manually changed by users with appropriate permissions. The most common statuses are:
  - **Pending** - Approvers have been assigned, but the approval email has not been sent.
  - **Notified** - Approver has been notified, but hasn't yet viewed the email.
  - **Approved** - Job, candidate, offer, or iForm has been approved.
  - **Rejected** - Job, candidate, offer, or iForm approval has been declined.
  - **Skipped** - Recruiter has manually set the status to Skipped so that the process does not stall.
  - **Viewed** - Manager has viewed the approval email.
  - **Unable to Contact** - Email has not reached the recipient.
- When a job is either approved or declined, the approval initiator, the job owner, and the job creator are notified automatically by the system. User admins can use the *Job Approval Notification Recipients* setting to update who receives this notification.

- If an approved job must be sent back through the approval process, click the Edit icon on the Job Profile Approval tab, click OK if a confirmation screen appears, and then click the Reset Approval button. Click OK to confirm that you want to continue.
- If a rejected job needs to be sent back through the approval process, click the Resume Approval button on the Job Profile Approval tab. If any confirmation screens appear, click OK.