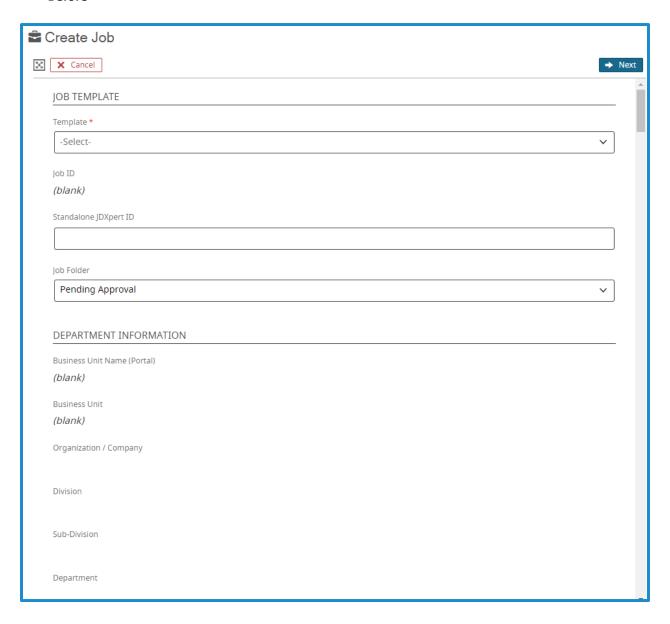# Talent Connect Tips and Tricks
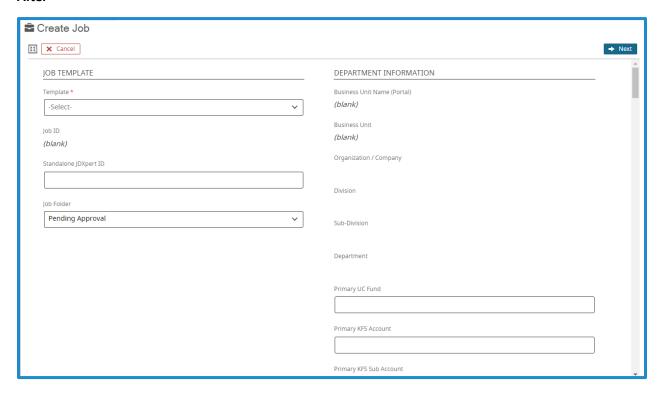
Job Requisition Creation

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

After

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.