

CAPPS Desk Aid

Approving Job Openings

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Approving Job Openings

Overview

Job openings can be approved with or without data changes and during fluid transactions.

Approval Pages

There are options in CAPPS Recruit for approving job openings.

Pending Approvals Page (under the Recruiting menu)

- Lists the job openings that require user approvals.
- Approval requests can be acted on directly from this page.

Note: The *Pending Approvals* page under the *Recruiting* menu is a classic page. *Fluid Approvals* also has a *Pending Approvals* page that lists pending approvals for all transactions, not just recruiting transactions.

Job Opening Page

- Using the *Approvals* tab enables:
 - Action to be taken on the specific job opening being viewed.
 - A system-generated notification (for approvers) that includes a *Job Opening* page hyperlink.
- In *Fluid Approvals*, job openings can be approved within the common *Fluid Approvals* component.

Search Job Openings Page

Approvers or recruiting administrators can select one or more pending job openings from the search results and act on the approval request using the *Group Action* menu.

Important: If a user other than the assigned approver, that approver's proxy or a recruiting administrator initiates an approval-related action on the *Search Job Openings* page, the action does **not** update the job opening.

Approver Actions

There are various actions for approvers concerning job openings.

Approve

The system:

- Records the approval and notifies the next approver (if any).
- Sets the job opening status to *Open* when the final approver approves the job opening.

Pushback

The system:

- Notifies the previous approver that the job opening was delayed and requires their attention.
- Removes the currently pending step from *Pending* status.
- and –
- Requeues the previous step to its approvers.

Note: The purpose of a *Pushback* is to question the prior step's approval and request clarification. A *Pushback* only makes sense if there is a previous approver; the first approver cannot push back a job opening.

Deny

The system:

- Sets the job opening status to *Denied*.

Note: After a job opening is denied, the requester can resubmit it.

- Stops the approval process.
- and –
- Notifies the requester (i.e., the primary hiring manager or, if no hiring managers exist, the job opening's creator).

Resubmit

- The *Resubmit* action is only available:
 - To the requester.
 - If the job opening is in *Denied* status.
- When the requester resubmits the job opening, the system:
 - Sets the status to *Pending*.
 - and –
 - Restarts the approval process.

Changes to Job Opening Data During Approval Processing

The job opening information can be changed while it is in the approval process. However, modifying certain fields before final approval:

- Restarts the approval workflow.
- Notifies the first approver.
- and –
- The process begins again.

Note: Changes to an approved and posted job opening do not require reapproval.

The fields that can retrigger the approval workflow are:

- TARGET OPENINGS
- JOB CODE

- POSITION NUMBER
- SALARY ADMINISTRATION PLAN
- FROM SALARY GRADE
- TO SALARY GRADE
- FULL-TIME/PART-TIME
- REGULAR/TEMPORARY
- STANDARD HOURS

Approvals Tab

Navigation

Dashboard: Recruiting; **Tile:** Recruiting Activities; **Create:** Create Job Opening; **Job Opening,** Approvals

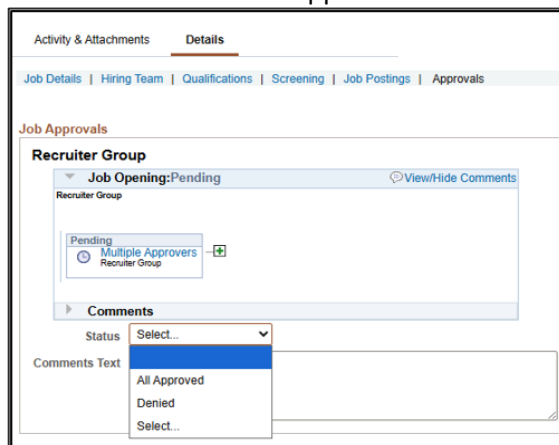
Use the options available on the *Approvals* tab to approve a job opening or add approvers or reviewers to the approval process.

Note: The *Approvals* tab appears after a job is submitted for approval.

Job Opening Approval Status

The *Job Approvals Recruiter Group*:

- Displays a visual representation of the approval process.
- Includes a box for each approver — select the plus (+) icon to add another approver or reviewer and designate the approver or reviewer role.
- Displays the approver's current status.
- Contains the:
 - Approver's name.
 - Approver's USER ID — select to display additional information about the approver.
 - Approver's role in the approval process (for example, the hiring manager's supervisor).
 - Date (if any) when the approver took action on the approval request.
- Has additional visual elements that include:
 - Color-coded approver boxes by approver status.
 - Status icons next to the approver's USER ID.



Approval Controls for Assigned Approvers

These options are only visible to the *current* approver:

Approve

Select to approve the job opening. When final approval is reached, the system changes the job opening status from *Pending Approval* to *Open*.

Pushback

Select to push the job opening back to the previous approver with a notification informing them that the job opening needs to be changed. This is only available to approvers other than the first approver.

Deny

Select to reject the job opening and set the job opening status to *Denied*.

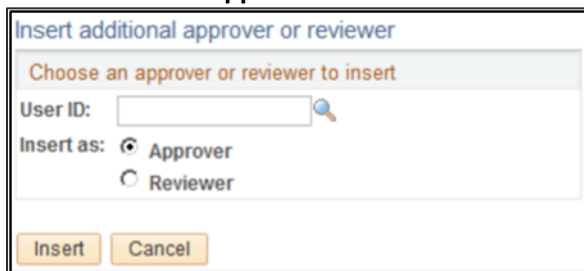
Approval Control for Requesters

When a job opening is denied, this option is visible to the requester (the primary hiring manager or, if no hiring managers exist, the job opening creator). Select this option to set the job opening status to *Pending* and restart the approval process.

Inserting Additional Approvers or Reviewers

To add additional approvers or reviews:

1. Select the **Insert Approver** icon.

A screenshot of a web-based pop-up window titled "Insert additional approver or reviewer". The window has a light blue header bar with the title. Below the header, there is a section titled "Choose an approver or reviewer to insert" in orange text. This section contains a "User ID:" label followed by a text input field and a magnifying glass icon to its right. Below the input field, there is an "Insert as:" label followed by two radio button options: "Approver" (which is selected) and "Reviewer". At the bottom of the window, there are two buttons: "Insert" and "Cancel".

The *Insert additional approver or reviewer* pop-up window opens.

2. Use the search (magnifying glass) icon to find the **USER ID** of the person to be added.
3. Choose if the person will be inserted as an Approver or Reviewer (reviewers can view the data submitted for approval and do not affect the approval workflow).

Note: Recruiting users added to the approval workflow must be assigned a CAPPS Recruit security role and a permission list.

Job Opening Page for Fluid Approvals

Navigation

Dashboard: Manager Self-Service; **Tile:** Approvals

Use the fluid *Job Opening* approval page to approve job openings.

Select the *Approvals* tile to open the *Pending Approvals* page and display job openings that require action(s).

Approval Options

The approval options on this page apply to all fluid approval transactions.

1. Choose one of the available **POSTING DESTINATIONS** options to take action on the requested approval:
 - Approve
 - Deny
 - Pushback
2. Enter any **APPROVER COMMENTS** related to the approval action that is taken.
3. Open the **Approval Chain** drop-down menu to review information about all approvers of the transaction.

Job Opening Information

The fields on the *View Job Opening* page provide information about the transaction awaiting approval. These fields correspond to the same-named fields on the *Details* tab of the *Manage Job Opening* page.

- The *Additional Details* page provides job specifications, such as:
 - JOB CODE
 - SALARY RANGE
- The *Posting Details* page provides posting information for the job opening.

Additional Details Page

Use the *Additional Details* page to review additional details about the job opening.

Additional Details			
Job Type	Standard Requisition		Job Family
Company	Swish Hotels - NSW		Business Unit
Swiss Hotels - NSWBU			
Job Specifications			
Position Number	Job Code	Salary Range	Pay Frequency
	Financial Analyst - N00026	50,000.00 to 100,000.00 USD	Year

The fields on this page correspond to the same-named fields on the *Details* tab of the *Manage Job Opening* page.

Posting Destinations Page

Use the *Posting Destinations* page to review posting information for a job opening.

Posting Destinations			
Destination / Posting Type	Relative Open Date	Post Date / Remove Date	Posting Duration
304 Careers / External Posting	0 - On Approval Date	10/07/2025 /	
CAPPS Careers / External Posting	0 - On Approval Date	10/07/2025 /	

The fields on this page correspond to the same-named fields on the *Details* tab of the *Manage Job Opening* page.

Revision History

Date	Description of Change	Changed By
Oct. 2, 2026	Initial document creation	S. Keltgen