

Correcting or Terminating Approval Path

Taleo Version 20B

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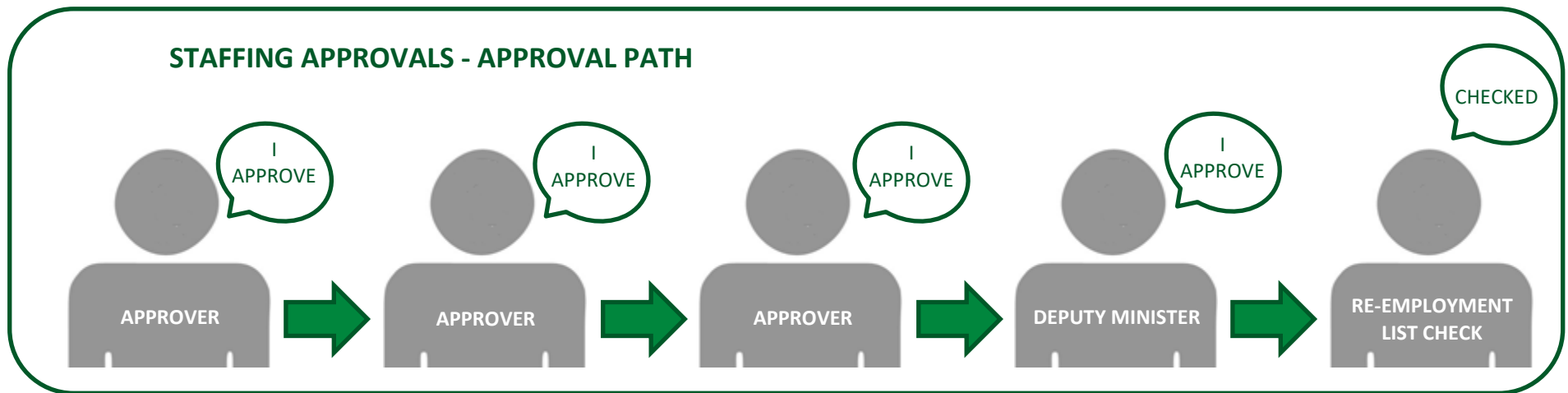
Before You Begin

You will need the list of required approvers within the ministry, called the Approval Path. The Approval Path will differ, from one ministry to the next.

If you are unsure of your ministry's Approval Path, consult with your Manager, Director, or Executive Director.

Every competition must be approved by the ministry's Deputy Minister (or designate) within Taleo.

The **Re-Employment List Check** must be the last approver for every permanent competition. Non-permanent competitions do not require Re-Employment List Check.



Re-ordering, Removing, or Adding Approvers

The screenshot shows the Taleo interface for a requisition. The main content area is titled 'Accounting Clerk - Health level 3 (ID: FIN003899)'. The 'Approvals' tab is selected, displaying an approval path table. The table has columns for Order, Approver, Decision, Date & Time, and Decision Comment. The first row shows '(last approver) Re-employment List Check' with a blank Decision column. The second row shows 'Acting Staffing MayUpgrade' with a blank Decision column. The third row shows 'Ann Dies' with a blank Decision column. A 'Message to Approvers' section below the table contains the text: 'After the approval process, assign to: Allen Sharamata' and 'Message to Approvers: Sent on Jul 14, 2020 at 10:09 PM by test.hiringmgr. Please approve asap'. A 'Modify Approval Process' link is highlighted in the top left of the approval path section.

Order	Approver	Decision	Date & Time	Decision Comment
1	(last approver) Re-employment List Check			
2	Acting Staffing MayUpgrade			
3	Ann Dies			

From the Requisition List in Taleo, click the title of the job.

Now, hit the **Approval** tab.

The Approval Request email is sent to approvers in the sequence they appear in the Approval Path. As soon as an approver approves, the next Approver will receive the Approval Request email.

To determine who has already made their Approval Decision, refer to the Decision column. Those who have not yet made a decision will be blank.

The top-most Approver who is blank has received the Approval Request email, and their decision is still pending.

Because the Approval Request email had already been sent, it is not possible to:

- Recall an Approval Request email
- Remove an Approver who has already received the Approval Request email
- Insert an Approver before someone who has already received the Approval Request email

Click **Modify Approval Process** link.

Re-order Approvers

Summary

Accounting Clerk - Health level 3 (ID: FIN003897)

Approvals

You are submitting this requisition for approval.

Add Approvers: 1 | Re-order

Order	Approver	Decision	Decision Comment
1	(last approver) Re-employment List Check	Pending	
2	Acting Staffing May/Upgrade	Pending	
3	Iveatu Obioha	Pending	

Comment to Approvers *

Please approve ASAP

Characters remaining: 980

After the approval process, assign to: Allan Sheremata

Cancel Submit for Approval

You can re-order the list if needed, by changing the numbers to the left of each name, then clicking the **Re-order** link at the top of the list.

The **Comments** field is mandatory.

Click on **Submit for Approval** button when all of the correct Approvers are in the correct order.

Remove Approver

Summary

Accounting Clerk - Health level 3 (ID: FIN003897)

Approvals

You are submitting this requisition for approval.

Add Approvers: 1 | Re-order

Order	Approver	Decision	Decision Comment
1	(last approver) Re-employment List Check	Pending	
2	Acting Staffing May/Upgrade	Pending	
3	Iveatu Obioha	Pending	


Comment to Approvers *

Please approve ASAP

Characters remaining: 980

After the approval process, assign to: Allan Sheremata

Cancel Submit for Approval

To remove an Approver that has not yet received the Approval Request email, click the  to the right of the approver's name to delete.

The **Comments** field is mandatory.

Click **Submit for Approval** button when all of the correct Approvers are in the correct order.

Add Approver

Accounting Clerk - Health level 3 (ID: FIN03897)

Approvals

You are submitting this requisition for approval

+ Add Approver % Reorder

Order	Approver	Decision	Decision Comment
1	(last approver) Re-employment List Check	Pending	

Comment to Approvers *

Characters remaining : 1000

After the approval process, assign to * Allan Sheremata

Cancel Submit for Approval

Click on or **Add Approver** to open the approver's list window.

Add Approvers

Please select the approvers for this requisition (20 max). The sequence of selection will be respected.

463 Potential approvers are available

Filters: User Group All Clear All Select all across pages

Name	Email address
Abdul jali	7018F0DC09C601AAE0140300F472773@invaliddemail.com
<input checked="" type="checkbox"/> Alexa Stirling May/Upgrade	alexastirling@invaliddemail.com
Adam Hicks	FA070419870207A0319636060A07FA3@invaliddemail.com
Adesayo Owoolabi	84F80AC09A5588053157D5C0A84F4@invaliddemail.com
Adrienne Cottrell	4A3FC8A5603AA3830805A450641FA@invaliddemail.com
Albert Windigo	C2710C0905889E15F04080A9501C7C@invaliddemail.com
Alexander (Alex) Dazuk	034016A41DA517580F93069040408502@invaliddemail.com
Allied Kay Conroy	2018F0C03E7511AA0340300F472773@invaliddemail.com
Allison Lara	5000.78590@invaliddemail.com
All Zareddin	67AA8C9189620DF053277D5C0A1223@invaliddemail.com
Allan Kruetlich	2988C823D3D4918E053C8FD670A238A@invaliddemail.com
Allan Hingebus	65485A13A7E0A0487E3E3217D5C0A0A772@invaliddemail.com
Allan Sheremata	C185C076A09050050850A0350628C@invaliddemail.com
Allyson Heidi Skogos	Allyson.Heidi.Skogos@invaliddemail.com
Alvin Terries	A7585AA05DE79343E05080A8A500F73@invaliddemail.com

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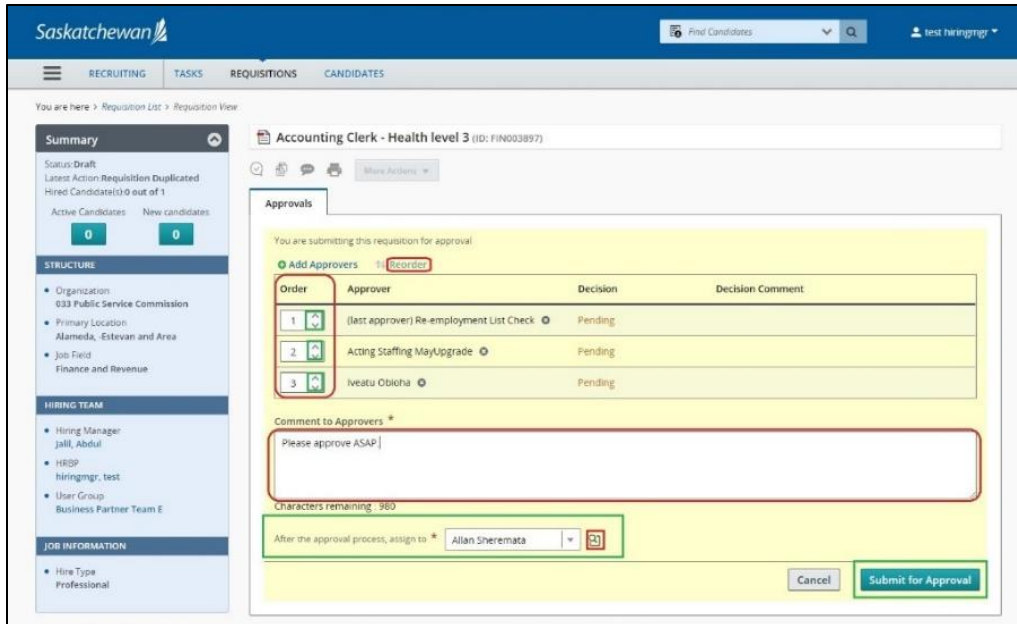
Cancel Add / Update Approvers

Use the Quick Filter section in the left panel to search for the names of your Approvers, then click the **Apply filters** button.

Alternatively, tick the box beside the chosen approver's name(s) in the list of approvers.

Your Manager, Director, or Executive Director can assist you in identifying your approval path, if you are unsure.

Click on **Add/Update Approvers** button.




Add your Approvers in the order that they will approve (for example, a Director will appear before an Executive Director.)

The last approvers must be:

- **Deputy Minister (or designate), then**
- **“Re-employment List Check.” (permanent positions only)**

The Approvers you add will appear at the bottom of the list. Re-order the list if needed.

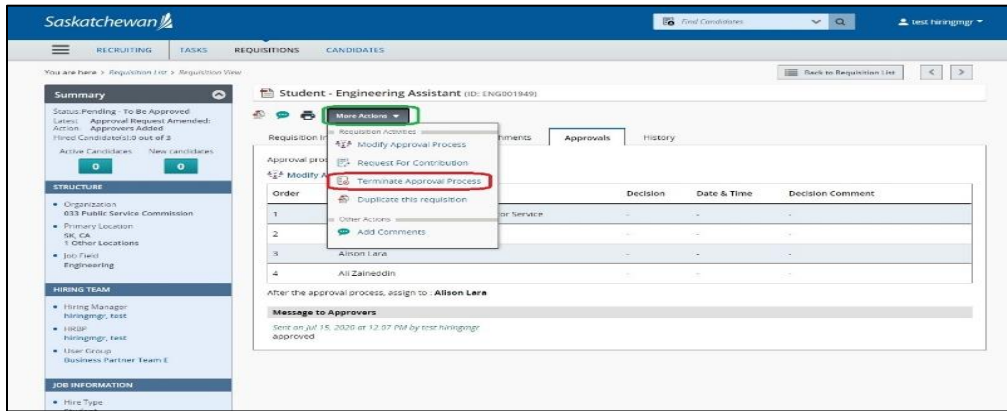
The **Comments** field is mandatory.

The field below the Comment field is also mandatory. Choose the right person by typing into the text field or click on the search  button beside the text field to choose from a list.

Click **Submit for Approval** button when all of the correct Approvers are in the correct order.

Note: Ensure they are in the right order before you click on the **Submit for Approval** button. You will not be able to amend the first name on the list, unless you terminate the approval process.

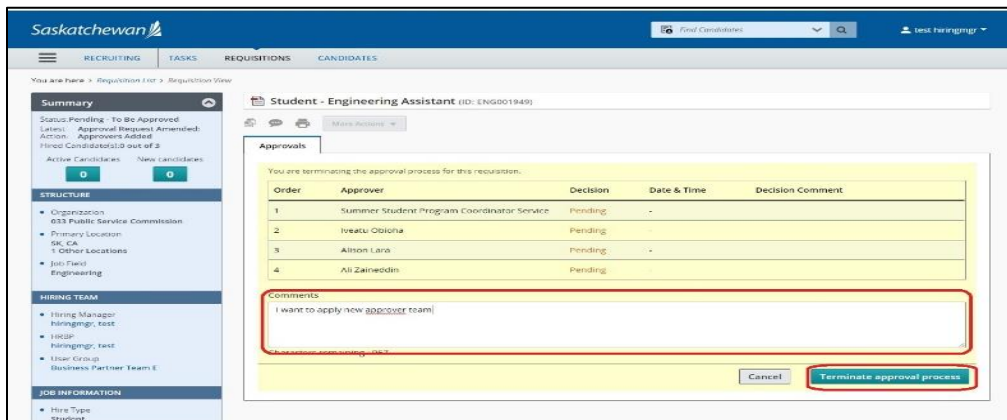
Terminating Approval



From time to time, re-ordering, removing, or adding Approvers is not sufficient to correct an Approval Path, and the Path must be terminated and started again.

To Terminate an Approval, you must be the Hiring Manager or Hiring Manager Assistant for the competition. Collaborators do not have the system permission to do this activity.

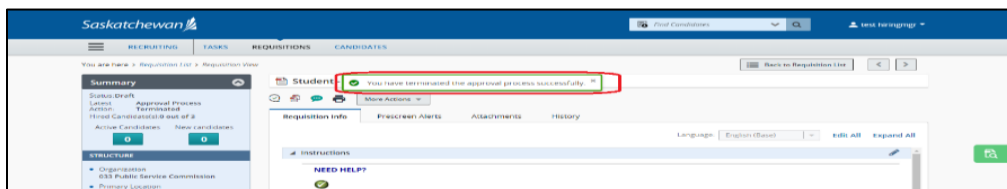
From the **More Actions** drop-down menu, click **Terminate Approval Process**.



In the Comments box, indicate why the Approval is being terminated, then click **Terminate Approval Process** button.

The Recruiter, Hiring Manager, and Hiring Manager Assistant will receive an email confirming termination of the Approval Path, and the competition's status will go back to Draft.

You can now proceed to Request Approval using the correct Approvers.



This is a notification confirming the successful termination of the approval process.