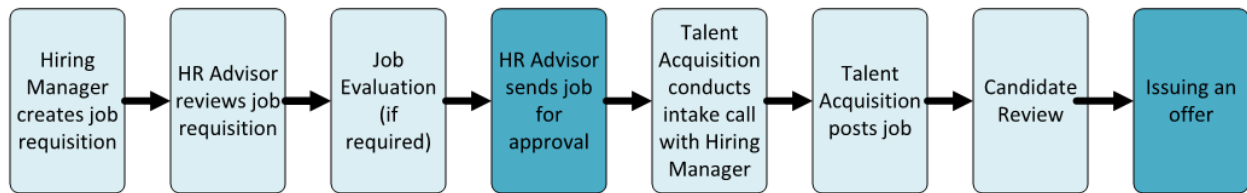


UWaterloo Talent Acquisition System (iCIMS) - Instructions for Approvers

1.0 Job posting process overview



Approvers are accountable for approving a job requisition or job offer details in order for the recruitment process to move forward. When approving, be mindful of the financial implications (USG and Funding Source), job duties, and impact on current staff.

Once a job requisition has been submitted, it will be reviewed by the HR Advisor for completeness. Once confirmed, the job requisition will be submitted for approval based on job type, as follows:

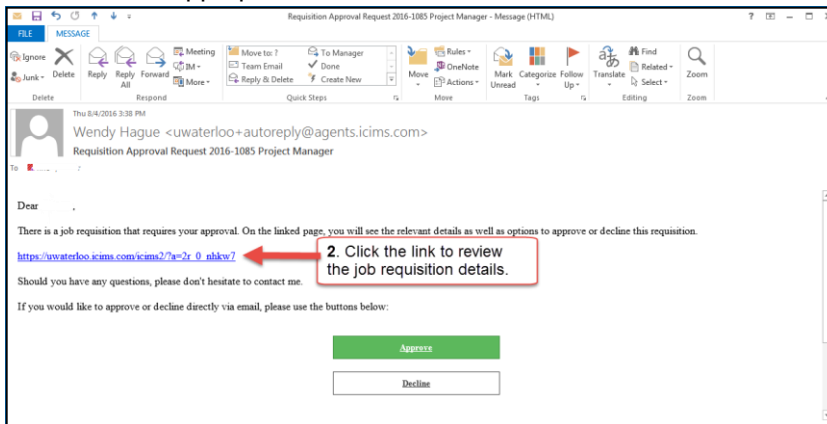
If the job is...	Position approved by...	Offer detail approver...
Replacement of an existing role	Department Head > EC Member	Hiring Manager
Mission Critical Net-new	Department Head > EC Member > Provost (operating fund)	Hiring Manager
Changes to an existing role or increase in funding source	Department Head > EC Member > Provost (operating fund)	Hiring Manager
Research funded role	Department Head > EC Member > Office of Research > Principal Investigator	Hiring Manager
Secondment role	Department Head	Hiring Manager > Employee > Current Manager

UWaterloo Talent Acquisition System (iCIMS) – Instructions for Approvers

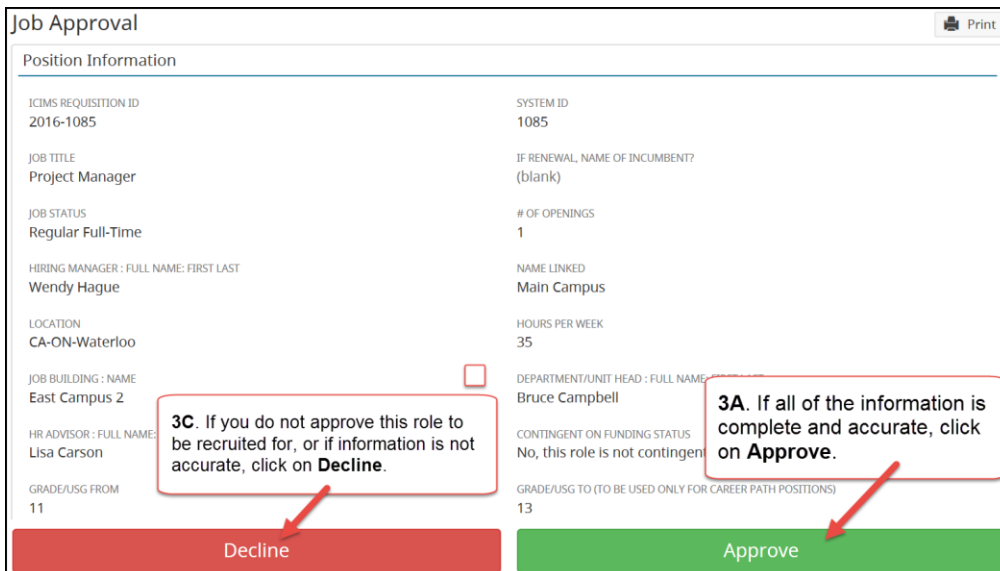
2.0 Approving a job requisition

1. You will receive an email notification from uwaterloo+autoreply@agents.icims.com; the email will appear to have come from the individual who entered the job requisition (the Hiring Manager).

Note: while you can approve or decline the job by hitting the appropriate button in this email, it is preferable that you click on the link and provide your approval in the system. This approach will ensure you are aware of the job details and enable you to provide details regarding your approval or decline, as appropriate.

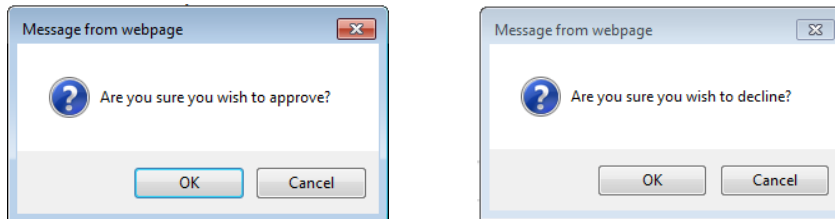


3. Review the details in the UWaterloo Talent Acquisition System (iCIMS).
 - a. If all of the information is complete and accurate, click on **Approve**.
 - b. If there is an issue with any of the information, include what is missing or incorrect in the Notes section at the very bottom right of the review screen.
 - c. Then click on **Decline**.

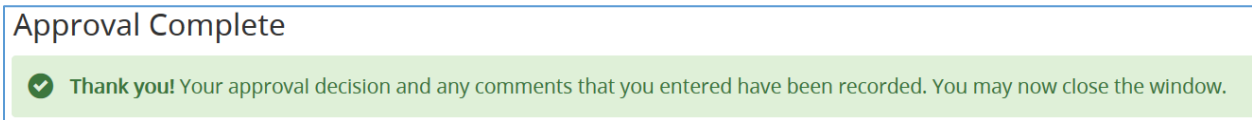


4. A system pop-up will appear; click 'OK' if you want to Approve/Decline and click 'Cancel' if you wish to have a conversation with the Hiring Manager prior to approving/declining the role. (Note: it is preferable to discuss any concerns you may have with the Hiring Manager at this stage.)

Note: You will have to go back into the system or email to Approve or Decline the role afterwards.



5. A system pop-up will appear letting you know the approval or decline is confirmed. *An approval or decline is not finalized without seeing this approval message.*



Note: After approving or declining a role, the link in the notification email will no longer be usable.

2.0 Approving a job offer

Approving a job offer is very similar to approving a job requisition.

1. You will receive an email notification from uwaterloo+autoreply@agents.icims.com advising that there is a job offer requiring approval. The email will appear to have come from the individual who entered the job offer. From the email you can:
 - a. Click the link to view the job details
 - b. Include any comments for the Talent Acquisition Specialist in the bottom right corner (just above the approve button)
 - c. Approve/decline the offer

Note: Instead of declining a job offer, contact the Talent Acquisition Specialist to discuss changes.