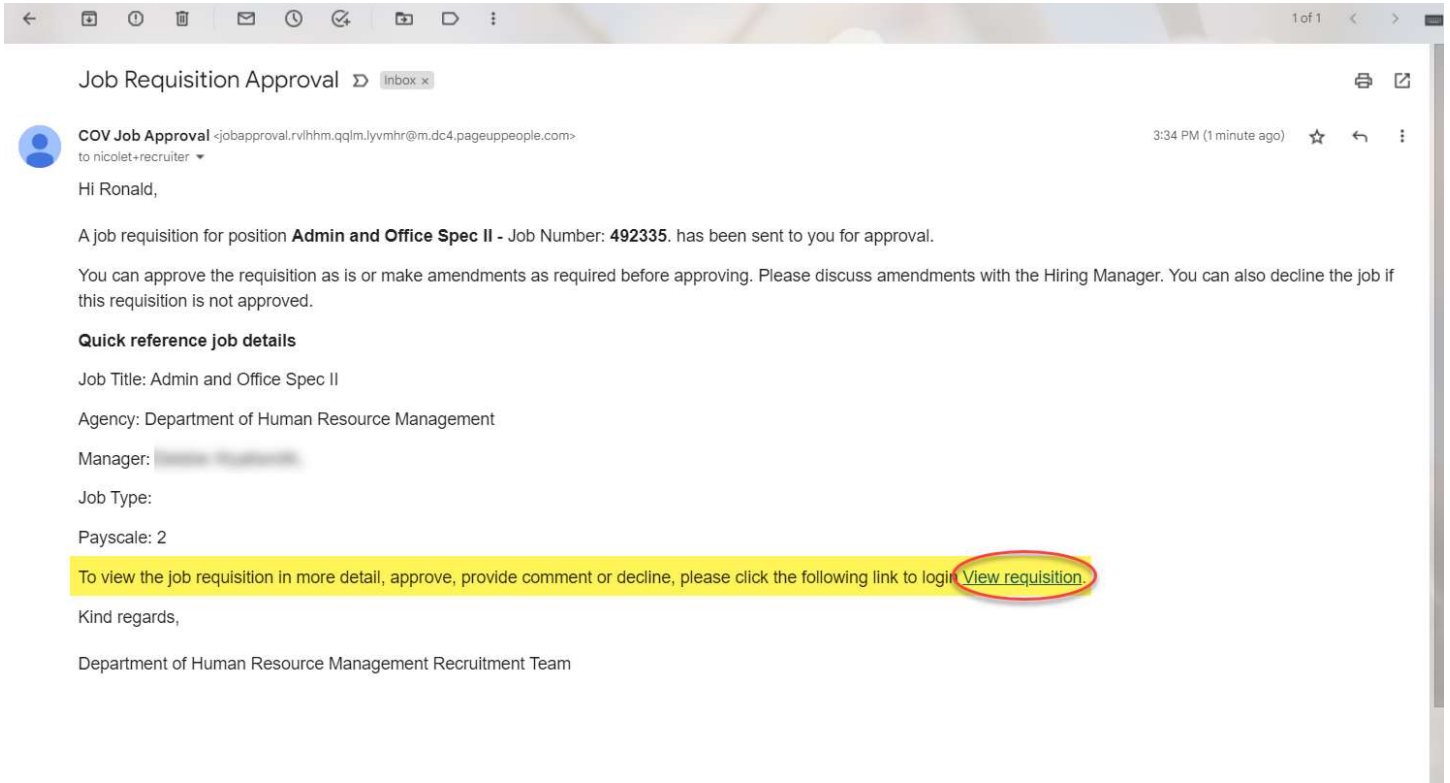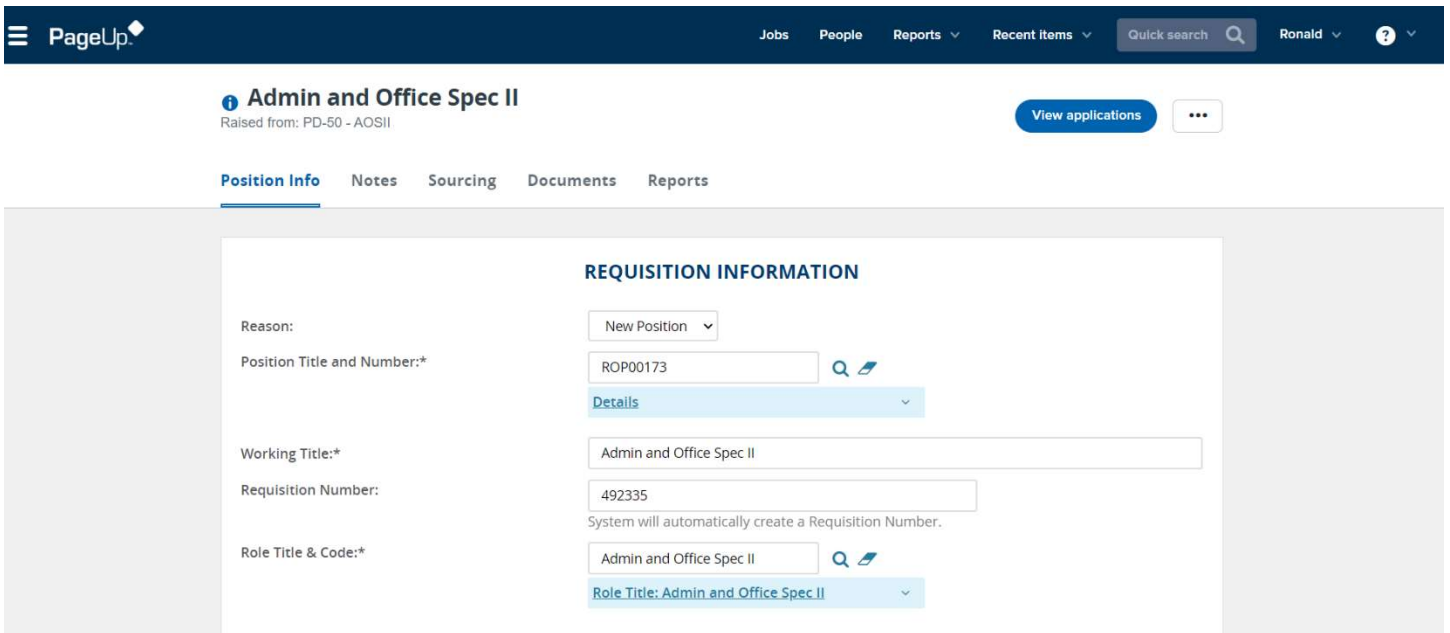# Approving/Declining a Requisition or Position Description

1. When a position description/requisition is ready for review, an email notification will be sent. This email will contain general information related to the role. Click the associated hyperlink to be directly taken within PageUp.

2. Review all fields completed on the Position Description or Job Card.

3. Once the position description/requisition has been thoroughly reviewed, click Approve or Decline based on the review.

a. Approve: Triggers a notification to go to the Recruiter and Hiring Manager on the requisition allowing the Recruiter to proceed with posting the role.
b. Decline: Triggers additional action to take, then will trigger the Recruiter to update based on feedback provided. The Recruiter will complete necessary action, then re-start the approval process again.
   i. Enter the reason for declining the role from drop down.
   ii. Provide commentary for Recruiter.

iii.   Click Save.

Please select a reason as to why the job has been declined:*

1 Job not approved for posting

Additional comments:

2 Test position - Decline

3 **Save**   Cancel

Cancel