
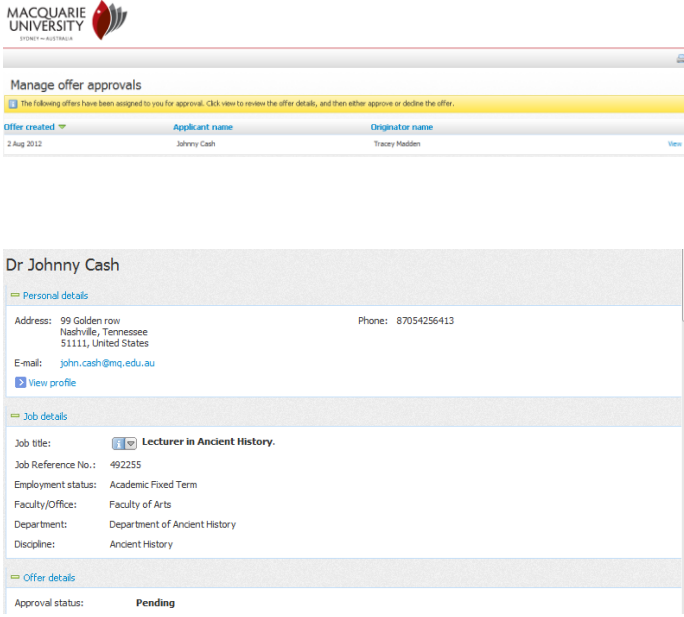


Approving an offer

What you need to do	What you will see
<p>1. Click link</p> <p>You will receive an email notification if an offer requires your approval.</p> <p>To view the job, you can use the link in the email or login to the Talent system https://talent.mq.edu.au</p> <p>The link in the email will expire after a period of 14 days or if this link is clicked more than 3 times.</p> <p>The Offers bubble will inform you of how many jobs are currently awaiting your approval.</p> <p>Click on Offers to view these.</p> <p>Note: You are not able to reply to the email to approve the offer.</p>	
<p>2. Review the offer details</p> <p>You will see a grid displaying all jobs that await your approval.</p> <p>Click View.</p> <p>The offer details will be displayed for you to review.</p>	
<p>3. Approve or Decline</p> <p>Review the details of the job and then take one of the following actions:</p> <p>If you click Approve – an email will automatically be sent to the next approver. If you are the final approver, an email will automatically be sent to the owner of the offer advising that the offer has been approved.</p> <p>If you click Decline – a screen will be displayed asking you to enter a reason as to why the offer has been declined. This will be used for reporting purposes and will be emailed to the offer owner. Please discuss with the recruiter before declining.</p>	