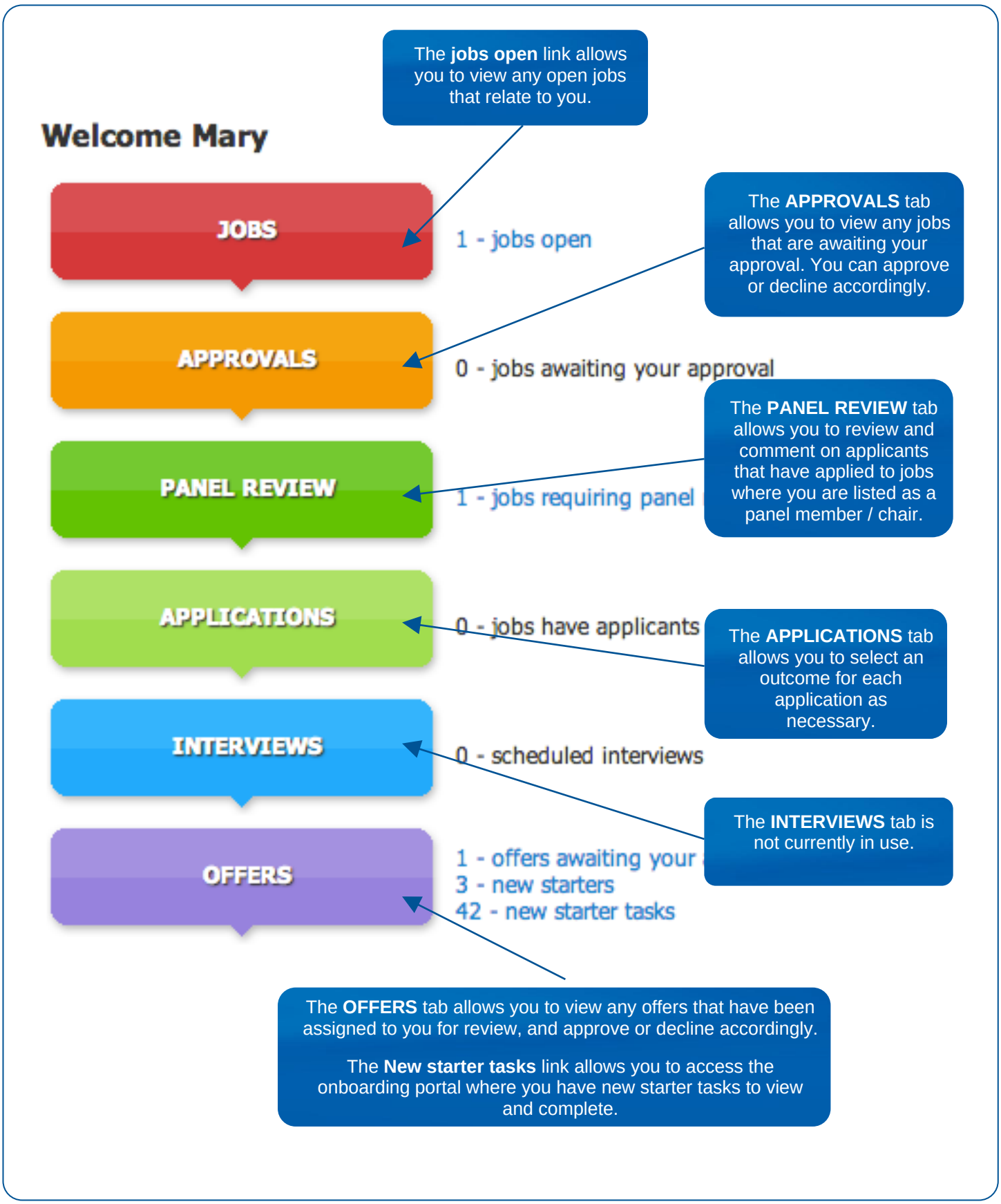
MACQUARIE UNIVERSITY

TAM Recruitment & Induction system guide for Approvers

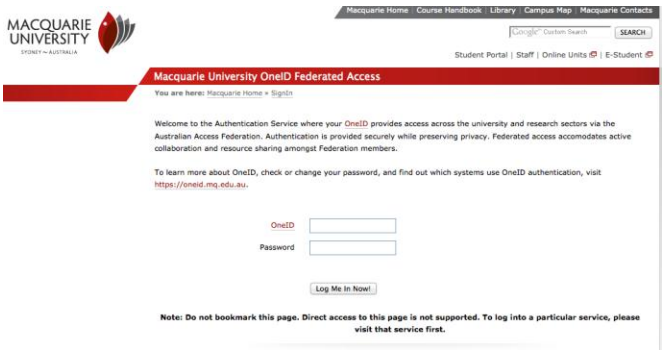
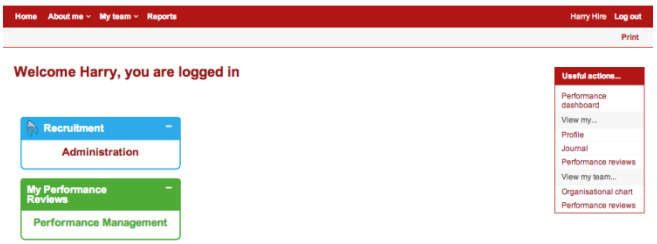
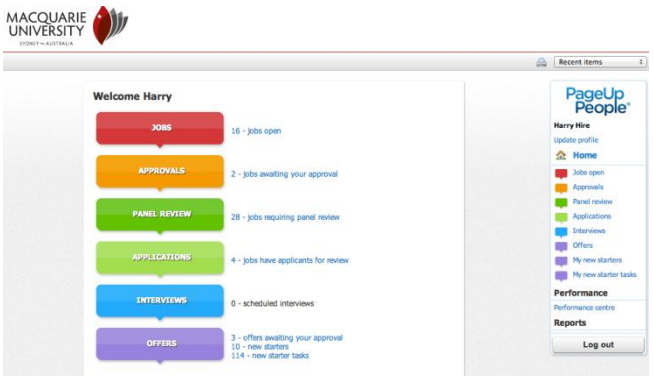
Table of Contents

Table of Contents 2
Recruitment Centre overview 3
Accessing the TAM system 4
Approving a job 5
Approving an offer 7

Recruitment Centre overview

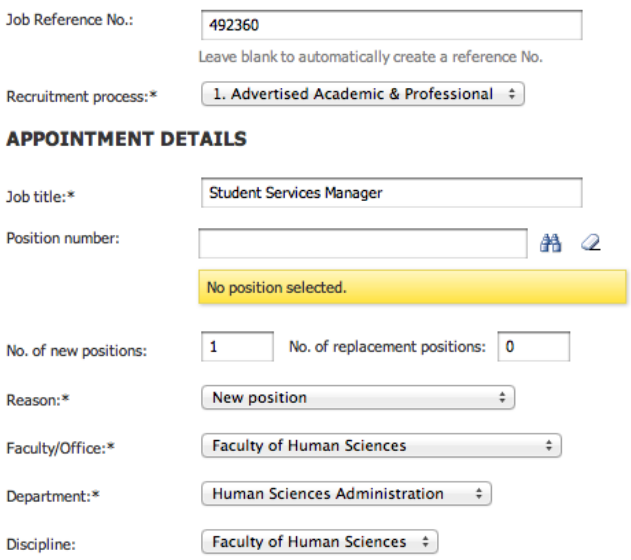


Accessing the TAM system

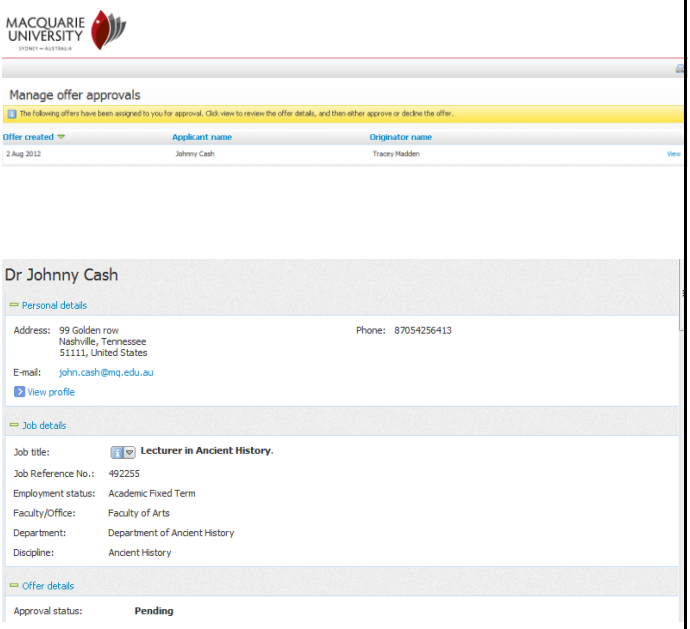
What you need to do	What you will see
1. Login to the Recruitment Centre https://talent.mq.edu.au Enter your OneID and Password then click **Log Me In Now!**	
2. Click on the **Administration** link under the **Recruitment** widget.	
3. You are now logged into the Recruitment and Onboarding modules of the Talent system.	

Approving a job

What you need to do	What you will see
1. Check your email You will receive an email notification if a job requires your approval. To view the job, you can use the link in the email or login to the Talent system at https://talent.mq.edu.au The link in the email will expire after a period of 14 days or if this link is clicked more than 3 times. The **Approvals** bubble will inform you of how many jobs are currently awaiting your approval. Click on **Approvals** to view these jobs. **Tip:** The approver is able to reply to the email with the word **approve** or click on the link in the email to be taken directly to the job approval page.	Dear Nick, A job requisition for position **LIVE TEST HR Systems Officer** - Job Number: **492226**. has been allocated to you for approval. Please discuss any amendments required with me on my details below . You can also decline the job if this requisition is not approved. **Quick reference job details** Job Title: LIVE TEST HR Systems Officer Faculty/Office: Administration Department: Human Resources Discipline: HR - Systems New Positions: 1 Replacement Positions: 0 Reason: New position Employment Status Professional Continuing Employment Type Fixed term full time Level HEW - Level 6 Current Budget? NO Justification for the position: a Hiring Manager Nick Demakis Duration: To approve the job requisition via email, please reply to this email with only the word "**Approve**". **Please Note: the word "Approve" is the only valid response accepted via the email job approval option.** OR To view the job requisition in more detail, approve, provide comment, or decline, please click the following link to go to the online system to manually do so: **View requisition** Please Note: this is accessible by computer only. Kind regards, Nick Demakis Human Resources **Macquarie University** Email: nick.demakis@mq.edu.au APPROVALS 1 - jobs awaiting your approval
2. Review the job details You will see a grid displaying all jobs awaiting your approval. Click **View.**	Manage approvals Date raised / Job No. / Job title / Hiring Manager / New / Replacement 10 Aug 2012 / 492213 / PageUp Job / PageUp Administrator / 1 / 0 / View

The job details will be displayed for you to review.	
3. Approve or Decline Review the details of the job and then take one of the following actions: **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 job advising the job has been approved. **If you click Decline** – a screen will be displayed asking you to enter a reason as to why the job has been declined. This will be used for reporting purposes and will be emailed to the job owner. Please discuss with your HR Client Team Member before declining. **Tip:** If you are the hiring manager and you just need a small change to the job card, contact your HR client relationship team member to edit the job and make the change. **Note:** As an approver you will have a read only view of the job card.	

Approving an offer

What you need to do	What you will see
1. Click link You will receive an email notification if an offer requires your approval. To view the job, you can use the link in the email or login to the Talent system https://talent.mq.edu.au The link in the email will expire after a period of 14 days or if this link is clicked more than 3 times. The **Offers** bubble will inform you of how many jobs are currently awaiting your approval. Click on **Offers** to view these. **Note:** You are not able to reply to the email to approve the offer.	
2. Review the offer details You will see a grid displaying all jobs that await your approval. Click **View.** The offer details will be displayed for you to review.	
3. Approve or Decline Review the details of the job and then take one of the following actions: **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. **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 your HR Client Team Member before declining.	