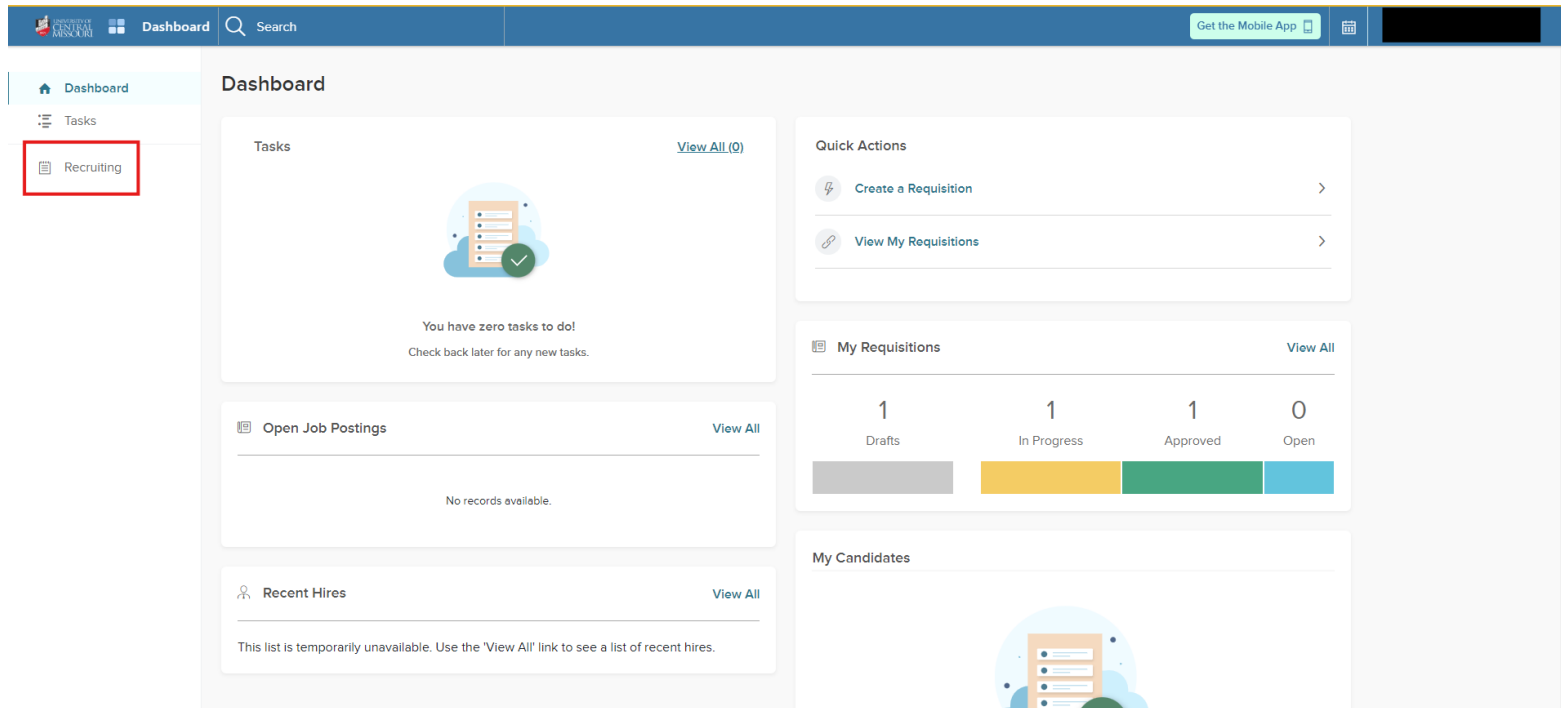
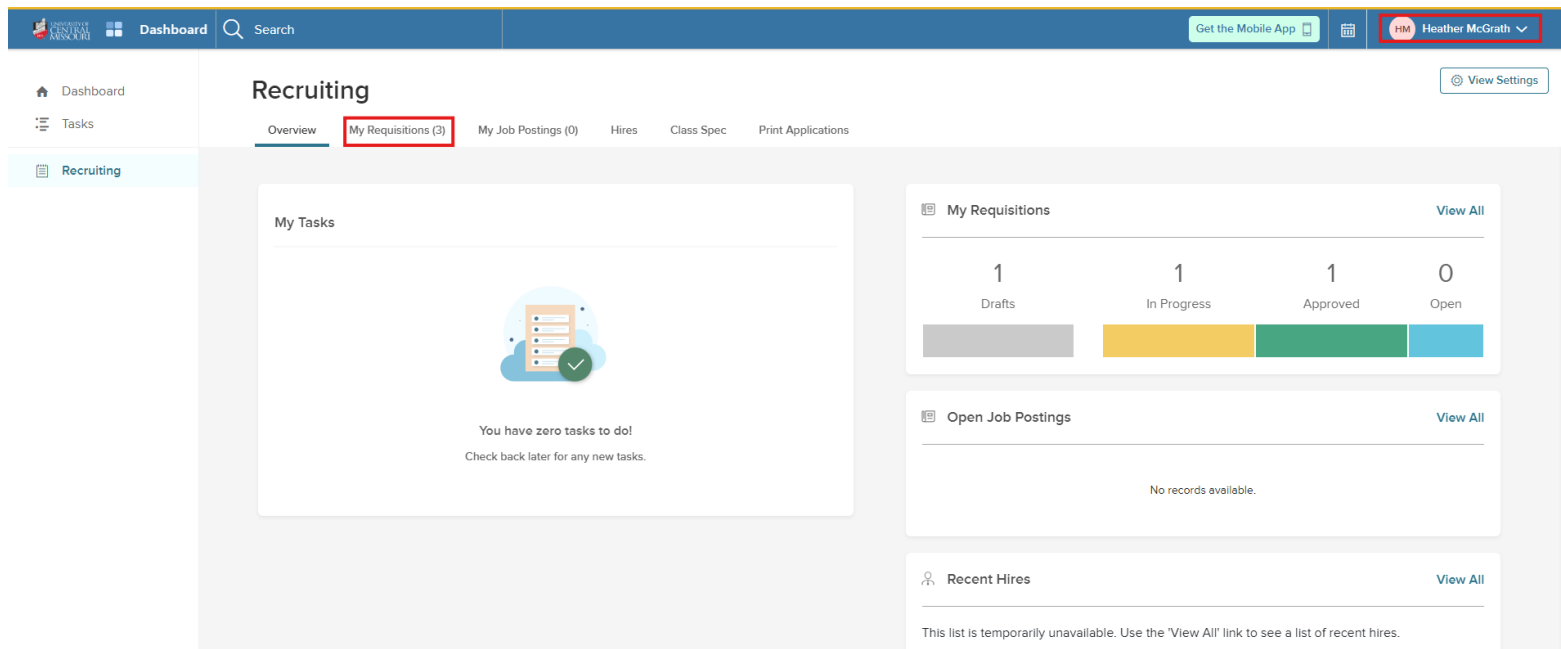


# How to View Where Your Requisition is in the Approval Chain

When logging into NEOED, you will be taken to your Dashboard landing page. Select “Recruiting” in the left side toolbar.



It will redirect you to your recruiting dashboard. Select “My Requisitions” in the top toolbar.



You will now be able to view all requisitions you have submitted. Click the title of the requisition you are looking for.

# Recruiting

Overview **My Requisitions** My Candidates My Job Postings (0) Hires Class Spec Print Applications

## Requisitions [VIEW ALL >](#)

**Active (3)** Drafts (1) In Progress (1) Approved (1) Open (0)

Sort: Date created • Newest First

- #202400044 Assistant Registrar - Graduation & Articulation**  
Department: Student Records/Registrar  
Hiring manager: Heather McGrath
- #202400027 TEST 2 - DO NOT APPROVE**  
Department: Student Records/Registrar  
Hiring manager: Heather McGrath

You will now be able to view your submitted requisitions. In the top toolbar, select “Approvals”

[Dashboard](#) [Tasks](#) **Recruiting**

[Back](#)

### Requisition Detail

Assistant Registrar - Graduation & Articulation (202400044) In Progress

[Requisition Information](#) **Approvals** [History](#)

#### Requisition Information

Requisition Number 202400044	Department N/A	Positions <a href="#">Asst Registrar, Grad and Artic (997312)</a>
Division Student Records/Registrar	Class Spec <a href="#">Assistant Registrar (997312)</a>	
Working Title Assistant Registrar - Graduation & Articulation	Job Type Exempt Staff Full Time	
Vacancies 1	EEO/Census Data Template N/A	

You can now view the approval chain, as well as the date and time of when each approver approved it. Any approver with a green checkmark has approved it. Any approver with a blue circle or "pending" in their timeline is awaiting approval.

The screenshot displays an approval workflow interface with a sidebar on the left and a main content area. The sidebar includes 'Dashboard', 'Tasks', and 'Recruiting'. The main content area is divided into 'Approvals' and 'Approval Timeline'.

**Approvals:**

- Deans and Vice Provost** (Ann McCoy): approved on 09/17/2024 by Ann McCoy. Status: Green checkmark.
- Provost** (Timothy Crowley): approved on 09/17/2024 by Timothy Crowley. Status: Green checkmark.
- VP Finance and Ops** (Wilbert Hawley): approved on 09/18/2024 by Wilbert Hawley. Status: Green checkmark.
- AVP of Budgeting** (Kristi Harms): approved on 09/18/2024 by Kristi Harms. Status: Green checkmark.
- AVP of Human Resour...** (Cory Wicker): approved on 09/18/2024 by Cory Wicker. Status: Green checkmark.
- HR Partner** (Cory Wicker, + 4): pending. Status: Blue circle with '6'.

**Approval Timeline:**

1. Yesterday at 7:55 AM: Ann McCoy approved.
2. Yesterday at 8:00 AM: Timothy Crowley approved.
3. Today at 6:18 AM: Wilbert Hawley approved.
4. Today at 8:22 AM: Kristi Harms approved.
5. Today at 8:38 AM: Cory Wicker approved.
6. Pending: HR Partner.