How to Check the Status of a PD, Requisition, or Offer
Checking the Status of a PD

- From the hamburger menu, or your home screen, select **Manage Position Descriptions & Create Requisitions**.
Checking the Status of a PD

- Clear your search before entering new search criteria.
- Sort by using different fields. (We find that using only one field at a time works best) Click search.
  - For the best results, we recommend using a position number or by department, but not by both. You can also search using an employee’s name.

If the approval status still shows “pending approval,” then the PD has not completed the approval process.
Checking the Status of a PD

- A position description could be at the status of approved, pending approval, draft, or declined.
- To identify where in the approval process a position description is pending, click on view.
- Scroll to the bottom of the PD to see which approver has it in their queue.
Checking the Status of a Requisition

- From the hamburger menu, select *Manage Requisitions.*
- Open the requisition by clicking on the classification title.
Checking the Status of a Requisition

• Scroll to the bottom of the requisition to see where it is in the approval process. For the requisition approval process, there should only be one approver (either your Talent Acquisition Specialist and HR Business Partner).
Checking the Status of an Offer

- From the hamburger menu, select **Manage Requisitions**.
- Open the requisition by clicking on the classification title.
Checking the Status of an Offer

- Scroll to the position section of the requisition. Click on the applicant’s name.

- From the applicant card, find the requisition and select the Offer Incomplete link.
Checking the Status of an Offer

• Scroll to the bottom of the offer card to view the approval process.
For more information, please contact your Talent Acquisition Specialist or HR Business Partner!