How to Check the Status of a Position Description, Requisition, or Offer
How to check the status of a position description?

From the side bar, select **Manage Position Descriptions and Create Requisitions.**
Use the search criteria to find the position description position #, classification title, or incumbent’s name.

If the approval status still shows “Pending Approval” the position description has not completed the approval process.

We suggest searching by position number or by department, not both. You can also search by the employee name.
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 position description to see which approver it is currently assigned.

<table>
<thead>
<tr>
<th>PD No.</th>
<th>Classification Title</th>
<th>Working Title</th>
<th>Position Number</th>
<th>Position Class Code</th>
<th>Employee Name</th>
<th>Supervisor Name</th>
<th>Date modified</th>
<th>Approval status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD-3449</td>
<td>Talent Acquisition Manager</td>
<td>991855</td>
<td>W0160</td>
<td></td>
<td>Brandi Edith Moses</td>
<td>Amy Parsons</td>
<td>Sep 3, 2019</td>
<td>Approved</td>
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<tr>
<td>PD-2736</td>
<td>Talent Acquisition Spec III</td>
<td>996952</td>
<td>W0059</td>
<td></td>
<td>Tiffany Nicole Hackstedt</td>
<td>Brandi Edith Moses</td>
<td>Sep 3, 2019</td>
<td>Approved</td>
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<td>PD-6183</td>
<td>Talent Acquisition Spec II</td>
<td>969790</td>
<td>W0198</td>
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<td>Megan Suzanne Riehm</td>
<td>Brandi Edith Moses</td>
<td>Sep 3, 2019</td>
<td>Approved</td>
</tr>
<tr>
<td>PD-2090</td>
<td>Talent Acquisition Specialist I</td>
<td>978308</td>
<td>W0E57</td>
<td></td>
<td>Emma Gracella Wise</td>
<td>Brandi Edith Moses</td>
<td>Sep 18, 2019</td>
<td>Approved</td>
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<td>PD-7054</td>
<td>Talent Acquisition Specialist I</td>
<td>968995</td>
<td>W0E57</td>
<td></td>
<td>Savannah Marcella Williams</td>
<td>Brandi Edith Moses</td>
<td>Sep 18, 2019</td>
<td>Approved</td>
</tr>
</tbody>
</table>
How to check the status of a requisition?

From the sidebar, select Manage Requisitions.

Open the requisition by clicking on the classification title.
Scroll to the bottom of the screen to see which approver the requisition is assigned to currently.
How to check the status of an offer?

From the sidebar, select **Manage Requisitions**.

Open the requisition by clicking on the **classification title**.
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.
Scroll to the bottom of the screen to see which approver the offer card is assigned to currently.

- Offer created by: Tiffany Hackstedt
- Approval process: 3 Approvers

Approval workflow initiated: Oct 4, 2019, 4:13pm CST

1. HR Recruiter: Tiffany Hackstedt
2. 2nd Approver: Megan Riehm
3. HR Recruiter: Tiffany Hackstedt

(You are here)
For more information please contact your HR Recruiter.