This QRG outlines the steps for the **OIE Recruiter** to review and approve a pending job requisition.

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| Access SuccessFactors |
| Visit **OneCampus** and select **Employee Launchpad.** | <https://one.purdue.edu/>  |
| Log in using **Purdue Career Account ID** and **BoilerKey passcode**. |  |
| Review Job Requisition |
| From the Success Factors home page, click the dropdown box by the **Home Icon** and click on **Recruiting** |  |
| Click on the job title to open up the requisition for review.  |  |
| Click on **External Posting Preview** to review posting |  |

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| Click **Close Preview**  when finished  |  |
| Scroll to the bottom of the requisition and click **Send to Department** to approve requisition and release it for posting.Click **Send to Previous Step** to reroute for additional edits. |  |
| The requisition **Route Map** is displayed. Enter any **Comments**, as necessary.Click **Send to Department**. |  |