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

|  |  |
| --- | --- |
| 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 |  |

|  |  |
| --- | --- |
| 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**. |  |