

(Login at: <https://fhda.csod.com/samldefault.aspx>)

To approve/reject/edit a staffing Requisition

**Please note that only Owners that are listed on the requisition can edit a requisition. If you do not have access and need information updated please reach out to Keisha Sentosa: sentosakeisha@fhda.edu and let her know what needs to be updated.

1. **To get to the requisition approval page:** hover over **Recruit** – click **Requisition & Offer Approvals OR Hiring Dashboard**.

FOOTHILL-DE ANZA
Community College District

Home Recruit Internal Job Postings

Submit Requisition Requests

Requisition & Offer Approvals

Our Mission Statement:
"The District Office of Human Resources is dedicated to providing support to a diverse student, faculty and staff community focusing on our core values of customer service, building efficiency and effectiveness, and creative problem solving."

The District Office of Human Resources Responsibilities:

- Position classification;
- Recruitment;
- On-boarding and orientation of new employees;

Your Action Items
No Pending Actions

Your Inbox
View Transcript
(0 approved training selection(s))
(Registered for 0 training selection(s))

OR

FOOTHILL-DE ANZA
Community College District

Home Recruit Internal Job Postings

Submit Requisition Requests

Create & Manage Requisitions

Manage Candidates

Requisition & Offer Approvals

Recruiting Dashboard

Hiring Dashboard



Our Mission Statement:
"The District Office of Human Resources is dedicated to providing support to a diverse student, faculty and staff community focusing on our core values of customer service, building efficiency and effectiveness, and creative problem solving."

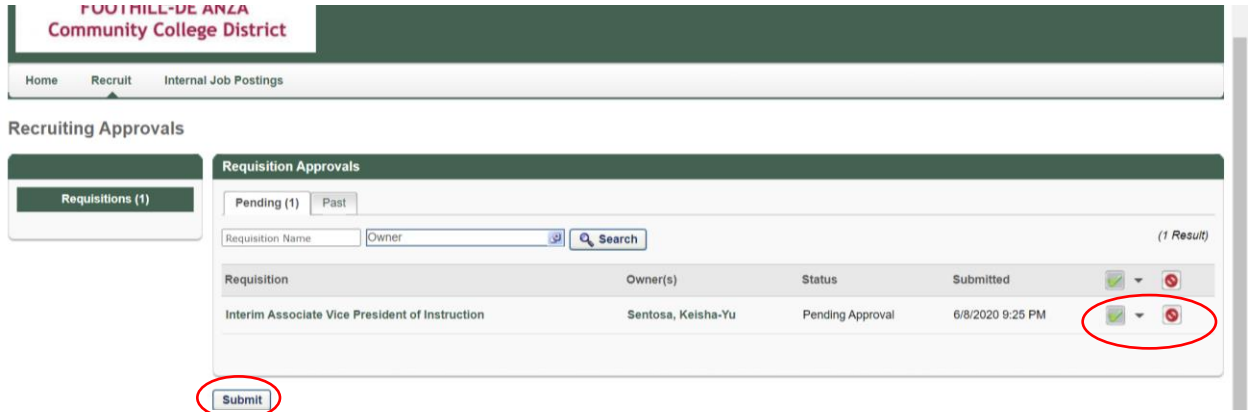
The District Office of Human Resources Responsibilities:


- Position classification;

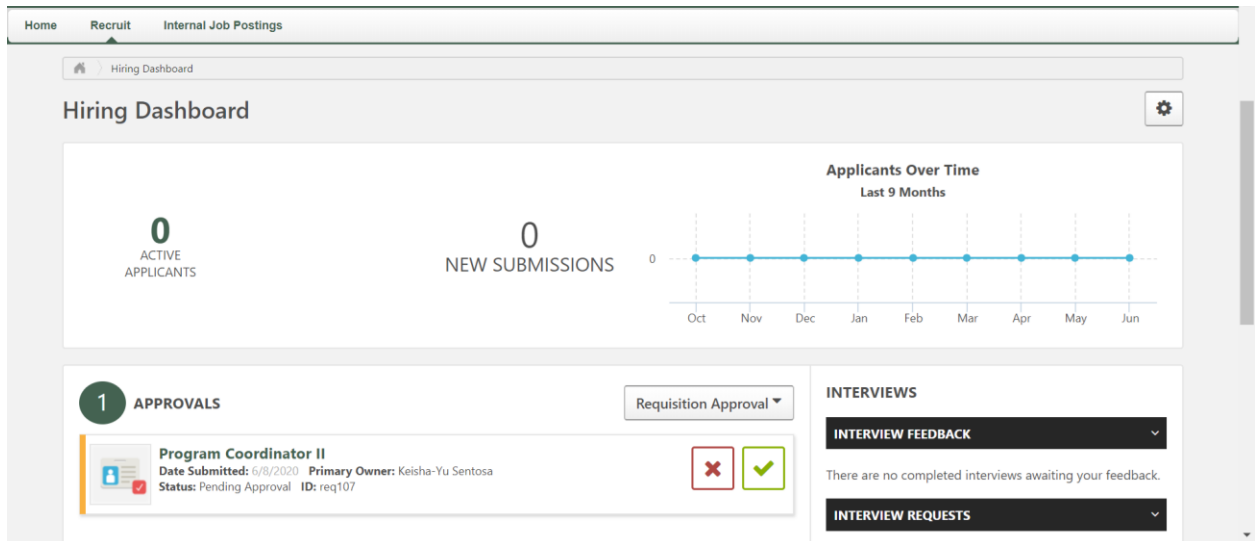
Your Action Items
No Pending Actions

Your Inbox
View Transcript
(0 approved training selection(s))
(Registered for 0 training selection(s))

2. To approve or reject a requisition through **Requisition & Offer Approvals** –  means approve,  means reject. Click either icon to make your selection, click the down-arrow button if you liked to make a comment, and then click **submit** to submit the decision.



3. To approve/reject the requisition through **Hiring Dashboard** -  means approve,  means reject. Click on the icon to approve or reject it. A window will pop up for you to make optional comment and confirm the decision.



Requisition: Approve

Comment (optional)

B I S U [bulleted list] [numbered list] [link] [unlink]

Cancel Approve ✓

4. **To Edit a requisition**, click on the job title, scroll to the very bottom, next to **Requisition Status**, change **“Pending Approval”** to **“Draft”**. Click **Save**. Click on the job title again to return to the requisition and you should be able to make changes. Once done editing click the **Applicant Review** tab on top, scroll all the way to the bottom and click **Submit**. Once submitted the requisition approval process will restart.

If you went in from the **Hiring Dashboard** to change the requisition from **“Pending Approval”** to **“Draft”** the position will disappear from the Hiring Dashboard after you clicked **Save**. **To find the position again** and edit it please go back to **Create & Manage Requisitions**, make sure **“All Jobs”** is selected, and under the down arrow button to the right click **“Edit”** to go back and edit the position.