

This manual is intended for users involved in approving a job posting.

Manual: approval process

Manual Approval process(in Ubeeo) Role: Vacancy holder / recruiter

Step by step to the best candidate

Before a vacancy can be published, some (quality) checks still need to take place.

After the vacancy has been created, it goes through an approval flow.

- Approval by jobholder
- Approval by HR Advisor
- Approval by ATS Support

Delegate

If you have someone other than yourself as vacancy holder draft the vacancy, then you as vacancy holder are always the first approver to check whether the vacancy has been drafted properly. This role cannot be delegated.

Questions?

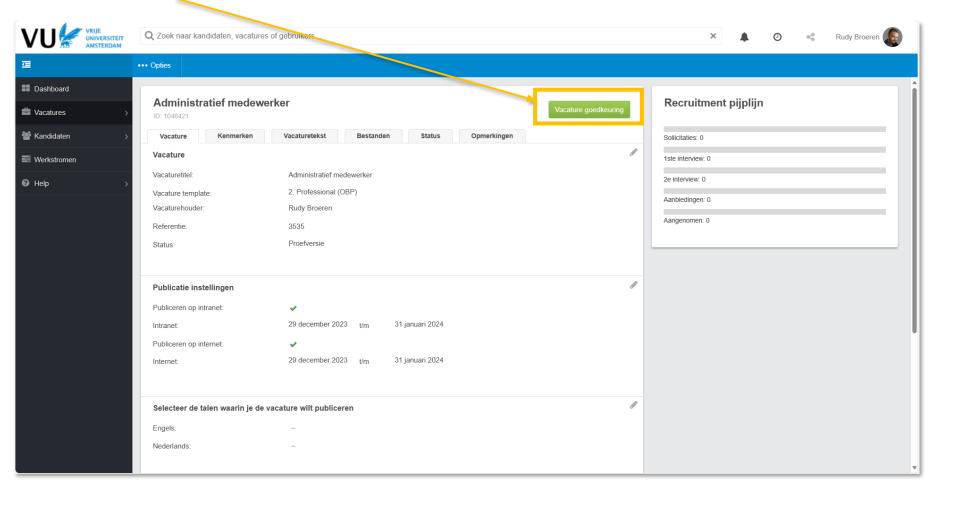
Do you have questions about the process of Recruitment & Selection? If so, please contact the ATS support team.

Vacancy check and approval

After a vacancy has been created, it goes through several checks.

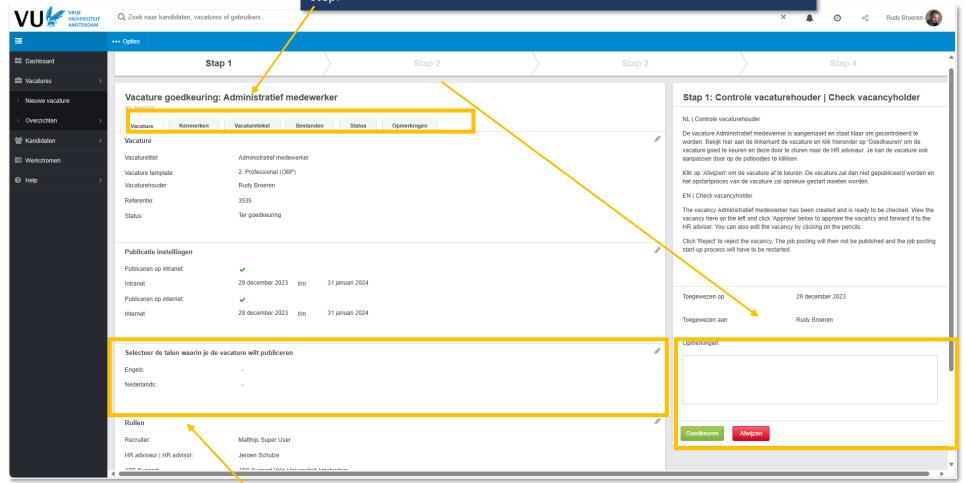
Start approval

The vacancy has been prepared and can be reviewed by clicking on the various tabs. If there is anything else you would like to modify or add, you can click on the pen icon at the corresponding block in the upper right corner.



Vacancy check and approval

In this screen you can view all entered job data (per tab) and make adjustments where necessary (with the pen icon). If everything is to your liking, place a comment and choose approve, after which the approval will proceed to the next step.



Note!

In this screen you need to check in which language the vacancy should be published. If there is no check mark behind Dutch and English, then the vacancy cannot be published. A choice can be made by clicking on the pen icon.