Requesting Approval for a Requisition in Taleo

Steps

Requesting Approval for a Requisition

1. Log into Talent Central using your VUNet ID and Password: hr.vanderbilt.edu/talentcentral
2. Select **Requisitions** to view a list of all requisitions that you own. You may use the quick filters on the left side to expand the results to show requisitions that you also collaborate on, or all requisitions. These options are available if you have approval to view additional requisitions.

3. Select the requisition from the list that you would like to request approval on by clicking on the title of the requisition.
4. Click on the **More Actions** drop down field and select **Request Approval**.

5. From the approval screen, use the quick filters at the bottom to search and select the appropriate approver for the position. Enter their last name in the **Name** field.

6. Once selected, the selected approvers will populate in the list at the top. Enter any additional comments and click **“done”**. The approval path pre-populates and does not need to be edited.
7. The position has been routed to the next person in the approval path and the requisition status will change to “Pending/To-Be Approved”.

![Image of Taleo requisition screen](image-url)