



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.

The screenshot shows the recruitment management interface for Vrije Universiteit Amsterdam. The main content area displays details for a vacancy titled 'Administratief medewerker' (ID: 1048421). The interface includes a search bar at the top, a navigation menu on the left, and a 'Recruitment pipeline' summary on the right. A yellow arrow points from the 'Start approval' text to a green button labeled 'Vacature goedkeuring' (Vacancy approval) located in the top right corner of the main content area.

**Administratief medewerker**  
ID: 1048421

**Vacature**

Vacaturetitel:	Administratief medewerker
Vacature template:	2. Professional (OBP)
Vacaturehouder:	Rudy Broeren
Referentie:	3535
Status:	Proefversie

**Publicatie instellingen**

Publiceren op intranet:	✓
Intranet:	29 december 2023 t/m 31 januari 2024
Publiceren op internet:	✓
Internet:	29 december 2023 t/m 31 januari 2024

**Selecteer de talen waarin je de vacature wilt publiceren**

Engels:	-
Nederlands:	-

**Recruitment pijplijn**

Sollicitaties: 0

1ste interview: 0

2e interview: 0

Aanbiedingen: 0

Aangenomen: 0

## 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.

**Vacature goedkeuring: Administratief medewerker**

Vacature

Vacaturetitel:	Administratief medewerker
Vacature template:	2. Professional (OBP)
Vacaturehouder:	Rudy Broeren
Referentie:	3535
Status:	Ter goedkeuring

**Publicatie instellingen**

Publiceren op intranet:	✓		
Intranet	29 december 2023	t/m	31 januari 2024
Publiceren op internet:	✓		
Internet	29 december 2023	t/m	31 januari 2024

Selecteer de talen waarin je de vacature wilt publiceren

Engels:	-
Nederlands:	-

**Rollen**

Recruiter:	Matthijs Super User
HR adviseur   HR advisor:	Jeroen Schulze

**Stap 1: Controle vacaturehouder | Check vacancyholder**

NL | Controle vacaturehouder

De vacature Administratief medewerker is aangemaakt en staat klaar om gecontroleerd te worden. Bekijk hier aan de linkerkant de vacature en klik hieronder op 'Goedkeuren' om de vacature goed te keuren en deze door te sturen naar de HR adviseur. Je kan de vacature ook aanpassen door op de potloodjes te klikken.

Klik op 'Afwijzen' om de vacature af te keuren. De vacature zal dan niet gepubliceerd worden en het opstartproces van de vacature zal opnieuw gestart moeten worden.

EN | Check vacancyholder

The vacancy Administratief medewerker has been created and is ready to be checked. View the vacancy here on the left and click 'Approve' below to approve the vacancy and forward it to the HR adviser. You can also edit the vacancy by clicking on the pencils.

Click 'Reject' to reject the vacancy. The job posting will then not be published and the job posting start-up process will have to be restarted.

Toegewezen op: 29 december 2023

Toegewezen aan: Rudy Broeren

Opmerkingen:

Goedkeuren Afwijzen

## 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.