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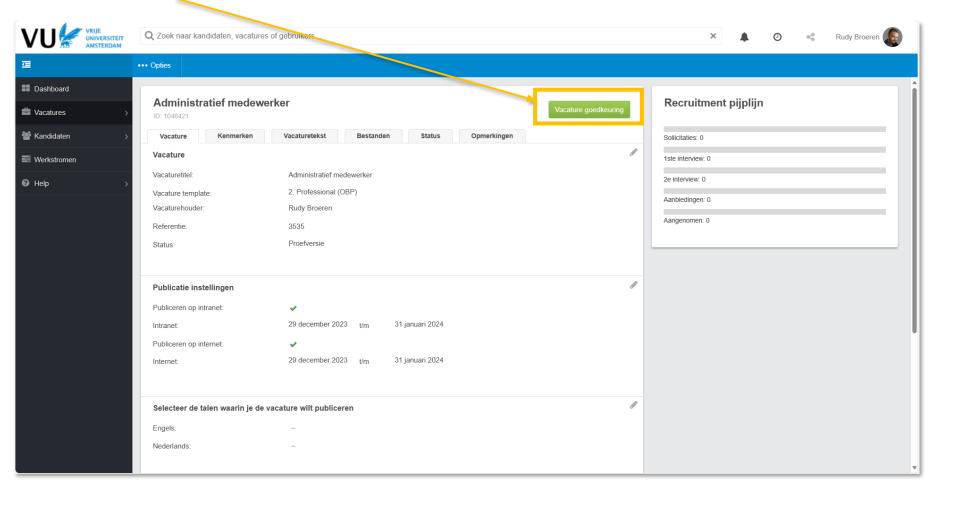
Questions?
Do you have questions about the process of Recruitment & Selection? If so, please contact the ATS support team.

Vacancy check and approval
After a vacancy has been created, it goes through several checks.