

Recruit

careers.bowdoin.edu/hr

QUICK REFERENCE GUIDE for APPROVERS

Getting Started

- Do not use your browser [Back](#), [Forward](#), or [Refresh](#) keys within careers.bowdoin.edu. Click on the arrow keys (← →) to go forward or back.
- If you do not interact with the program (save, go to another page, etc.), you will be logged out after 60 minutes of inactivity. Be sure to log out to protect the security of your information.

APPROVAL OF REQUISITION OR APPROVAL OF HIRING PROPOSAL

- You will receive an email indicating there is a **Recruit** action awaiting your review. The email will indicate the title, position number, department and status (e.g., submitted for HR Director Approval, etc.). Click on the link in the email (careers.bowdoin.edu/hr)
- Log into **Recruit** using your Bowdoin email user name and password.
- Click on [Pending Actions >View](#).
 - If you are approving a **requisition**, you may review the [Job Details>Essential functions>Physical & Mental Job Demands>Working Conditions>Requisition>Supplemental Questions>Action History](#). To move the requisition forward to the next approver, simply click on the radio button to submit to the next role in the workflow and then confirm your submission.
 - If you want to reject the requisition, click on [Edit/Add Comments>Job Details](#). At the bottom of the page, place a checkmark in the box indicating the reason(s) you are not approving at this time. (e.g., job description requires more details, requisition not budgeted, etc.) The requisition will be sent back to the submitter.
 - If you are approving a **hiring proposal**, you may review all of the above information from the requisition as well as the name of the candidate proposed for hire, the final offer and start date. You have the option of entering notes concerning the hiring proposal in a text box at the top of the hiring proposal. To move the requisition forward to the next approver, simply click on the radio button to submit to the next role in the workflow and then confirm your submission.
 - Alternatively, you may click on [Search Hiring Proposals](#). Under [Status](#), put a checkmark in [Check All](#) to view the status of all requisitions or hiring proposals on campus including those awaiting your action. Click [Search](#) and the position(s) requiring your action will be displayed.

VIEW APPLICANT MATERIALS

- Click on [Active Postings](#) to see all current postings for the entire College.
- **To see** all applicants for any of the posted positions, [Active Postings>Select Posting>View Active Applicants> View Application>Print](#) if necessary. You also may print any attached documents as well.
- Review requisition details or posting specific questions
- Review qualifying questions/points