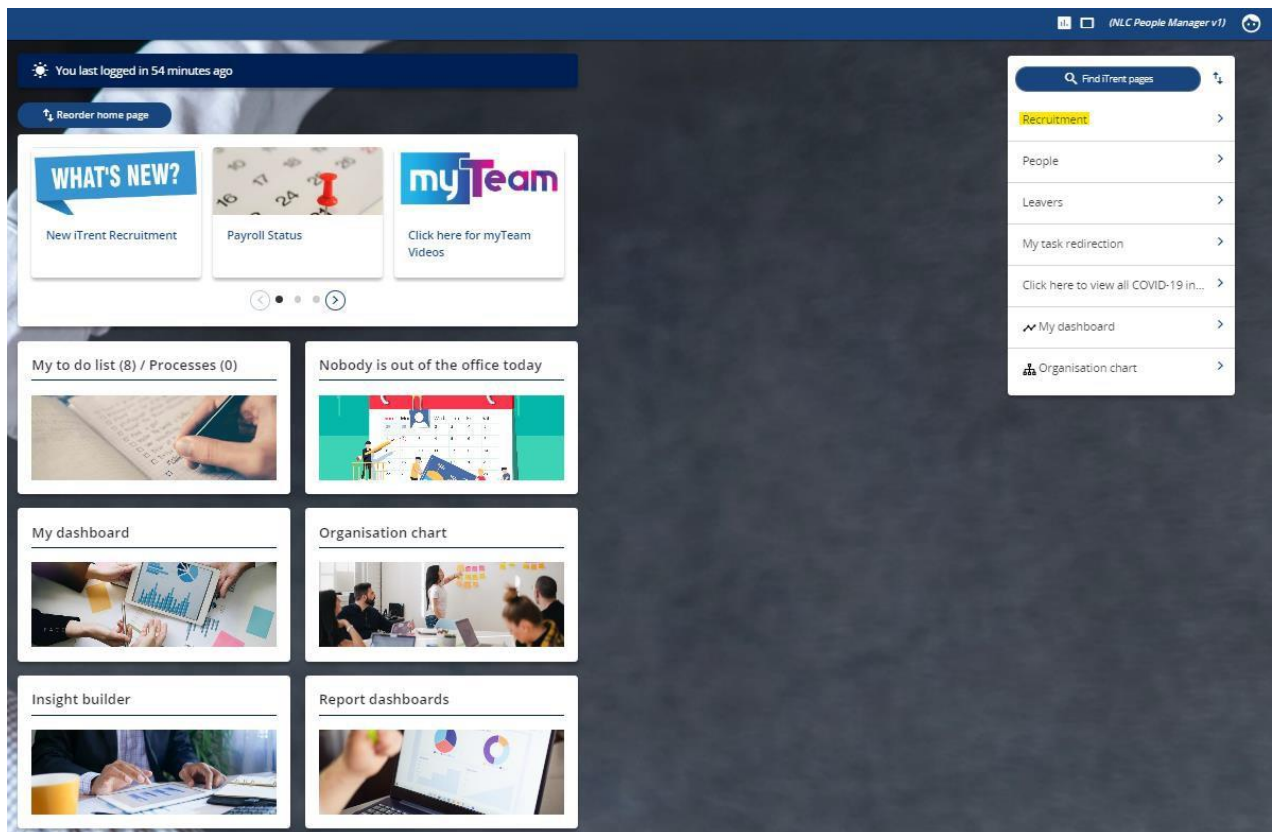


Resubmitting a rejected request to recruit

If your request to recruit has been rejected, you will receive an email notification of this advising which authoriser rejected the request. To view the reason for rejection, please log into iTrent Recruitment under your People Manager role and select the **Recruitment** link from the list on the home page:



Once selected you will be directed to your **Recruitment Summary**, with a list of links available. From here you should select the link **Rejected requisition search** under **Request to recruit**:



You should then search for your requisition using the Requisition Reference Number (REQ*****):



The page will then refresh to the Requisition Details page for this requisition and the reason for rejection can then be found at the bottom of the page at the relevant field for Authorisation Notes:

Authorisation Notes from BP Admin (if any)	<input type="text"/>
Authorisation Notes from Finance (if any)	<input type="text"/>
Authorisation Notes from HRBP (if any)	<input type="text"/>

To resubmit your requisition, you should make the required changes noted by the authoriser. Once the changes have been made, you must then select the **Resubmission** dropdown at the **Reason for creation** field which sits near to top of the page:

Reason for creation

Additional fields

Service

Division

No. of Positions

iTrent Position Number(s)

- Absence - Long Term sickness
- Absence - Maternity Leave
- Existing position - vacant
- New Position - Approved at WSG
- New position
- New project
- Promotion
- Resignation
- Resubmission
- Retirement
- Secondment Cover

You must ensure this field is updated to Resubmission. Failure to do so means that your request to recruit will not be resubmitted to the authorisers.

You must then select the relevant reason for the original Request to Recruit from the drop down:

Additional fields

If resubmitted, select original reason for creation

Workflow Group

Service

Division

No. of Positions

- Absence - Long Term Sickness
- Absence - Maternity Leave
- New Position - Approved at WSG
- Promotion
- Resignation
- Retirement
- Secondment Cover

Once all previous steps have been completed and you are satisfied with the changes made, you should then scroll to the bottom of the page and select **Save**:

Save

This will then resubmit the request to recruit and you will receive an email notification confirming this.

If you do not receive an email notification, please repeat the previous steps.