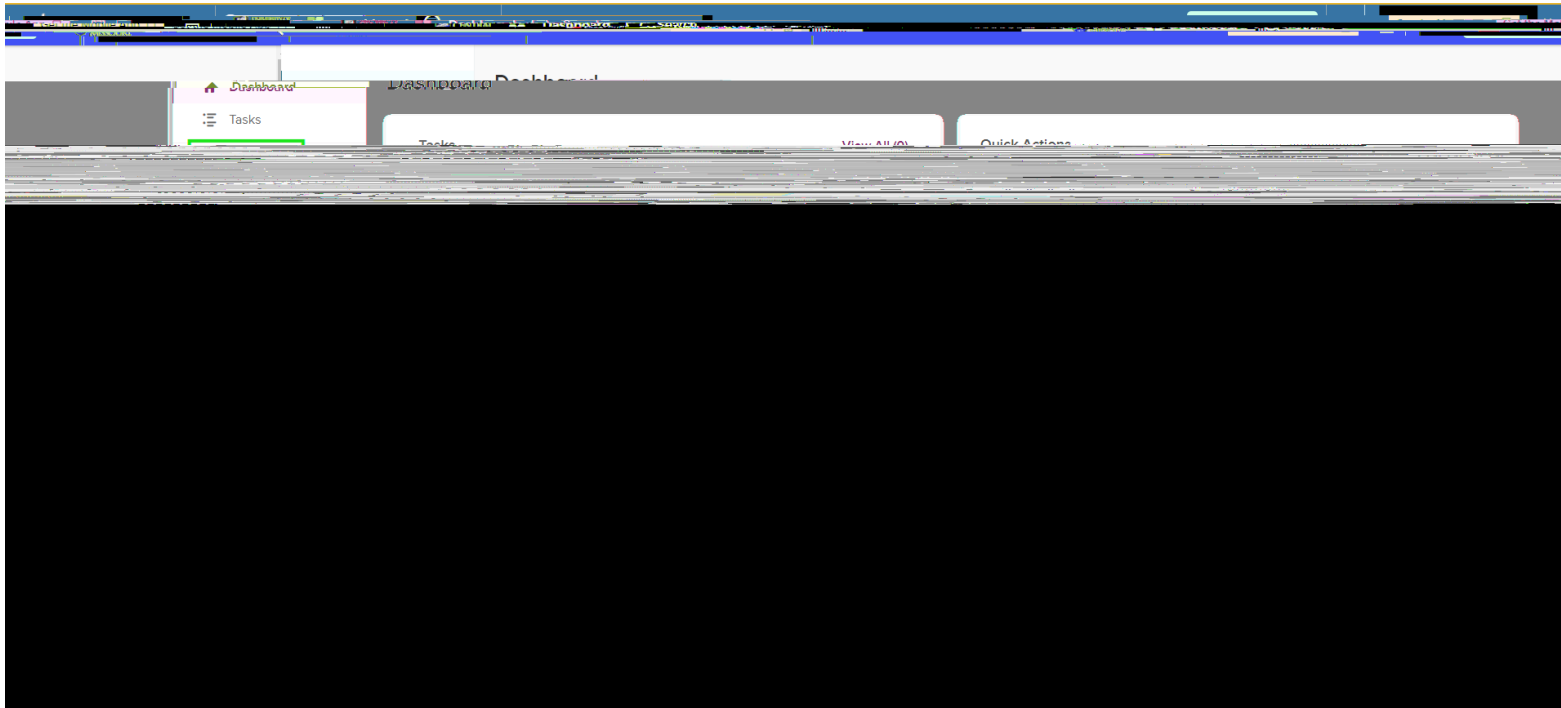


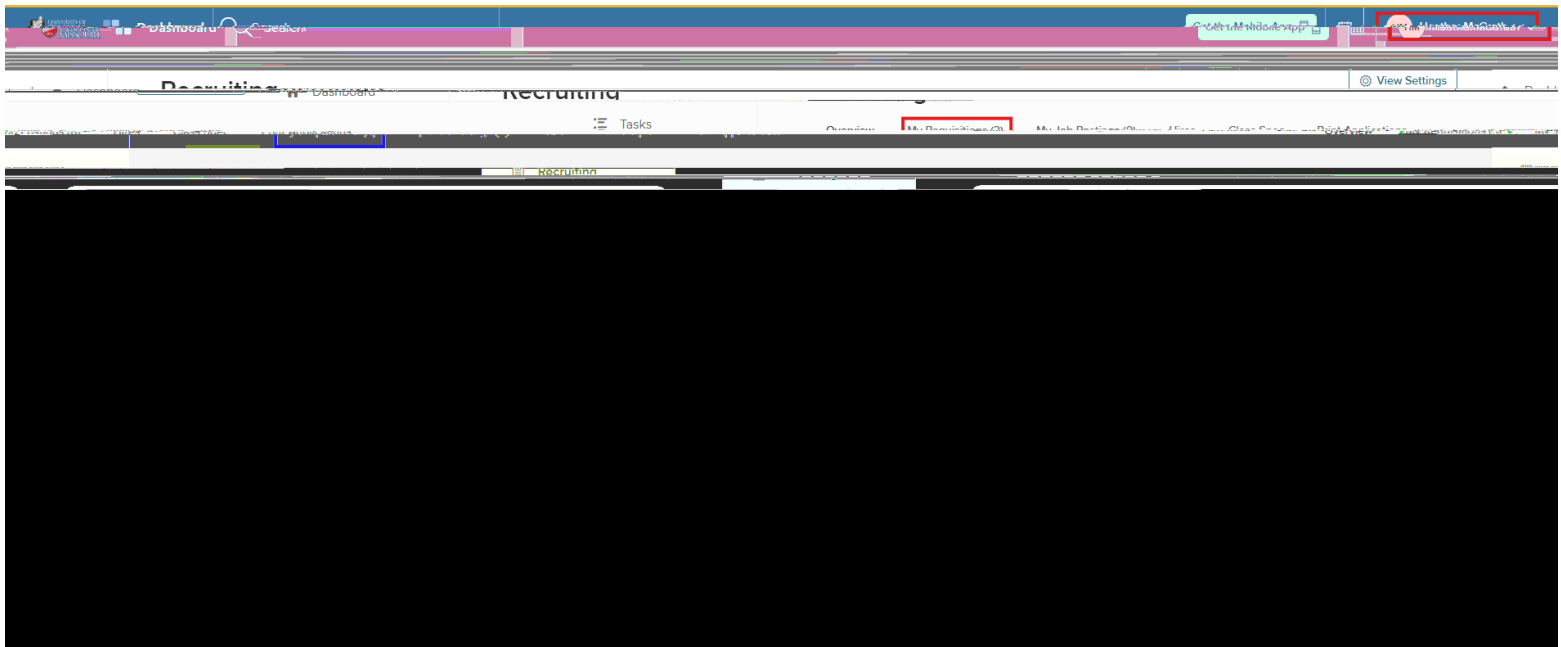


How to View Where Your Requisition is in the Approval Chain

When logging into NEOED, you will be taken to your Dashboard landing page. Select “Recruiting” in the left side toolbar.



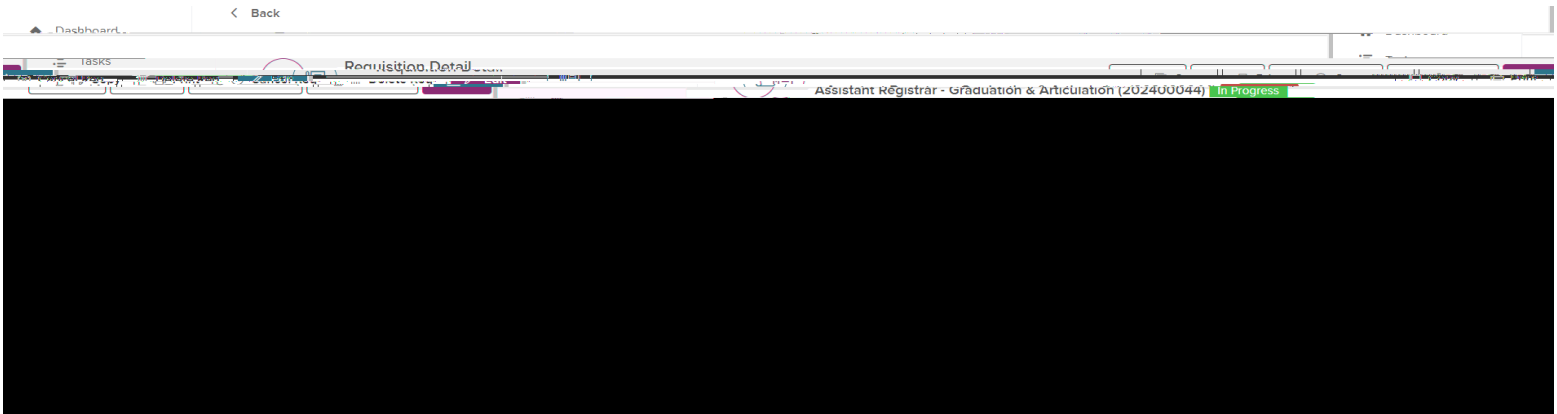
It will redirect you to your recruiting dashboard. Select “My Requisitions” in the top toolbar.



You will now be able to view all requisitions you have submitted. Click the title of the requisition you are looking for.



You will now be able to view your submitted requisitions. In the top toolbar, select “Approvals”



You can now view the approval chain, as well as the date and time of when each approver approved it. Any approver with a