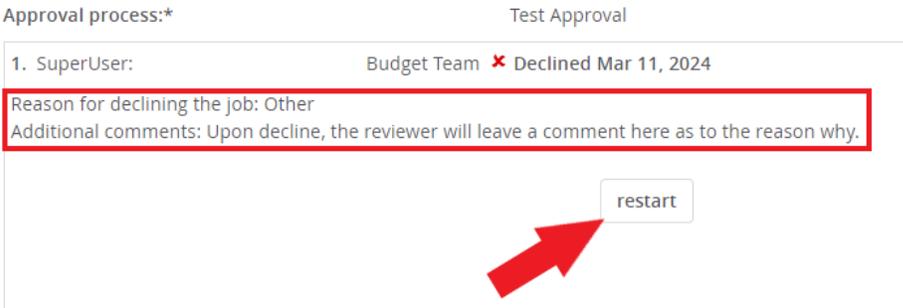


Correcting a Declined Requisition

What you need to do	What you will see
<p>Review reason requisition was declined</p> <p>If you received notice that your requisition was declined, return to the requisition’s approval process section and review the notes.</p> <p>Click the <i>restart</i> button. This will allow you to edit the requisition based on the approver's feedback.</p> <p>Note: If the changes involve updates to the posting description, be sure to click the <i>Generate Description</i> button again to recreate the job ad.</p> <p>After all necessary changes have been made, return to the Creating a Requisition (Pooled or Non-Pooled) guide for steps to resubmit for approval.</p>	 <p>The screenshot shows the 'Approval process' for 'Test Approval'. It lists '1. SuperUser: Budget Team' with a status of 'Declined Mar 11, 2024'. A red box highlights the 'Reason for declining the job: Other' and the 'Additional comments: Upon decline, the reviewer will leave a comment here as to the reason why.' Below this, a 'restart' button is visible, with a red arrow pointing to it.</p>