

Approve a Requisition for a DeLand Staff Position

There are multiple steps in the requisition approval process. Once the hiring manager/originator submits a requisition for a staff position on the DeLand campus, it first goes to Chris Chellberg for People Operations/HR approval. Then, it goes to approvals by the Budget Office > Division Head > CFO > Provost > President. After the President approves, it goes back to People Operations/HR to post the position.

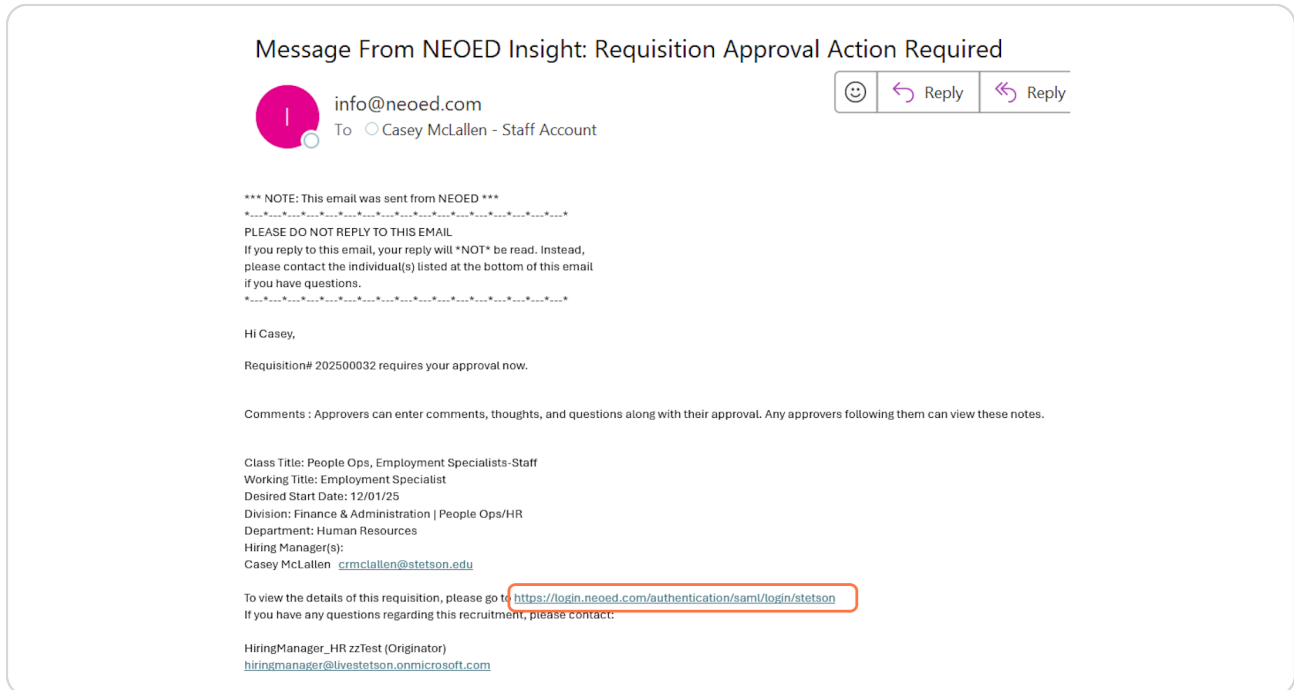
13 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
HR Law	Nov 13, 2025	Nov 19, 2025

Access the NeoEd Dashboard at unified.neoed.com

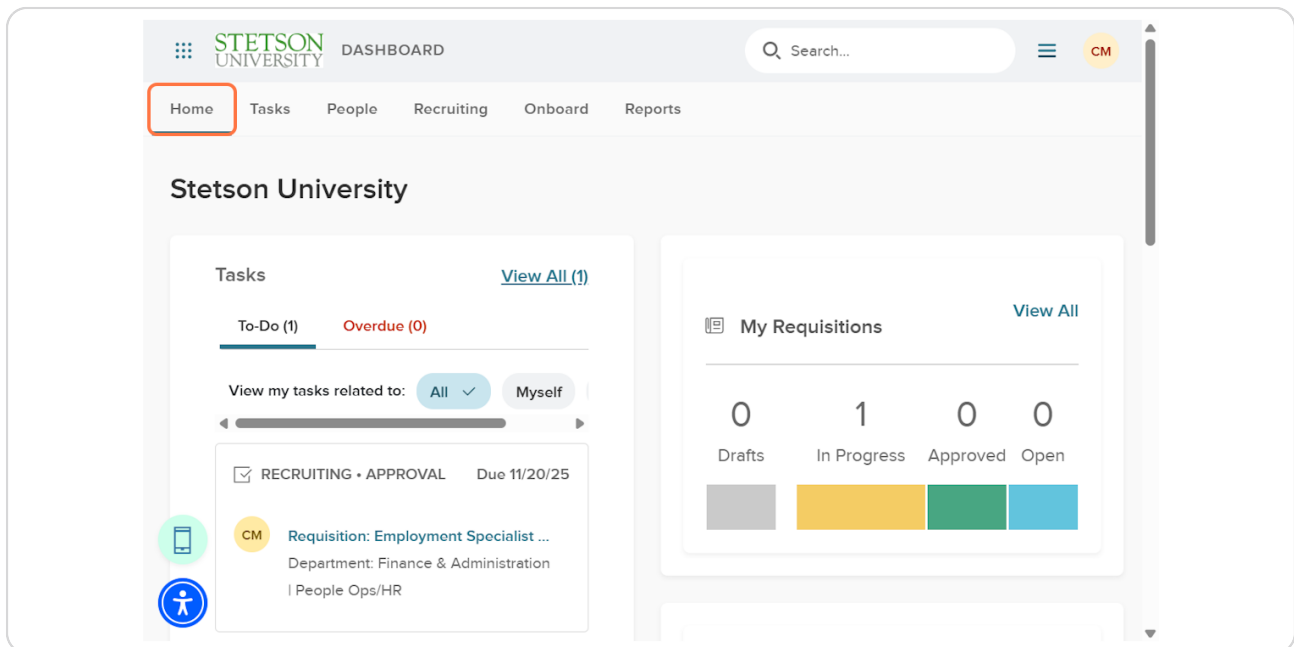
STEP 1

Typically, you will be prompted to complete an approval step by an email notification similar to the below. You can shortcut to NeoEd by clicking the link in the email.



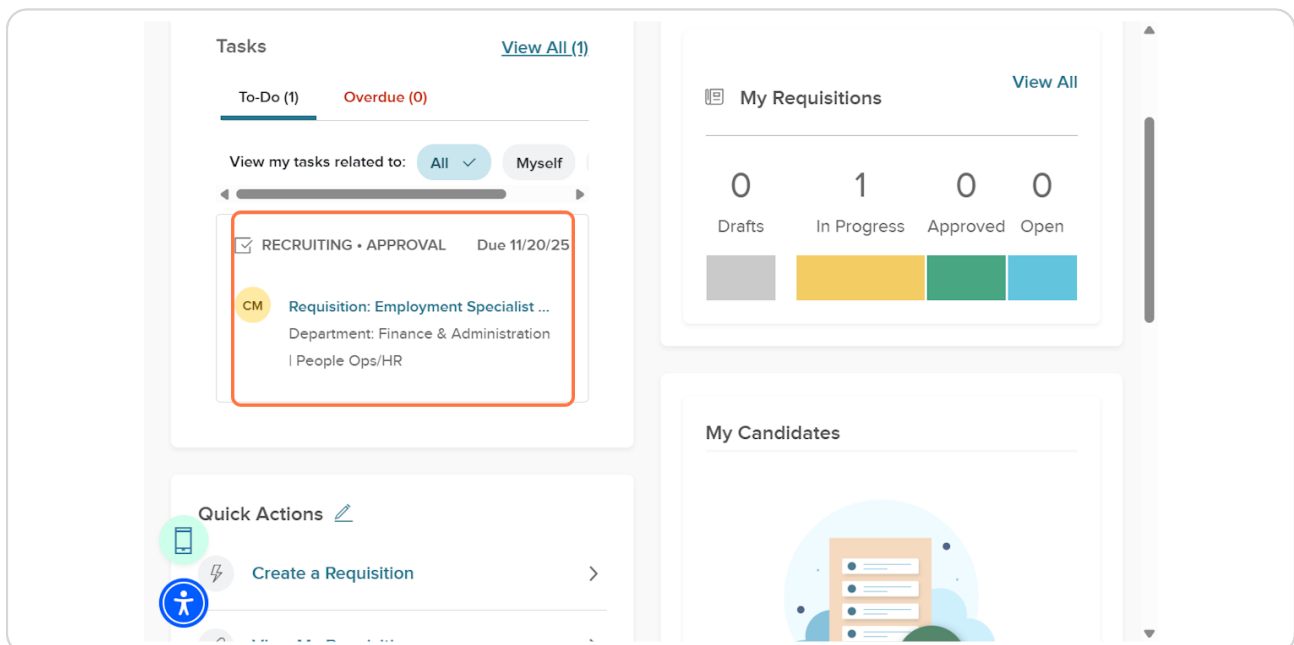
STEP 2

The link will take you to the NeoEd Dashboard Home page



STEP 3

Under the Tasks section, you will see the Requisition that needs your approval. To access, click the name of the Requisition.



STEP 4

This will take you to the Requisition that was submitted by the Hiring Manager/Originator. Review the Requisition Details.

The Requisition Details section includes the position information, department information, incumbent information, salary details, and all the other information typically included in the Staffing Form.

If you are reviewing this via a phone or mobile device, it will be easier to switch your phone to landscape view to see both columns of information.

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Home Tasks

Requisition Approval

Employment Specialist (202500032)

Cancel Edit

Approve Deny Hold Submit

Requisition Details

Requisition Number	202500032	Division	Finance & Administration People Ops/HR
Title	Employment Specialist	Department	Human Resources
Class Spec	People Ops, Employment Specialists-Staff	Vacancies	1

Approval Timeline

1

Today at 8:32 PM

Casey McLallen approved

Pending

STEP 5

Scroll down and also review the **Position Details**, which includes the incumbent information.

Requisition Approval
Employment Specialist (202500032)

Cancel

✓ Approve ✗ Deny || Hold Subr

Position Details

Position #	First Name
AS6490	First
Vacancy Date	Last Name
11/14/2025	Last

Attachments

STEP 6

Also review the Attachments, which would typically include documents like the job description and org chart.

The screenshot shows a mobile application interface for 'Requisition Approval'. At the top, there are three buttons: 'Approve' (with a green checkmark), 'Deny' (with a red X), and 'Hold' (with a pause icon). Below these is a 'Submit' button. The main section is titled 'Position Details' and contains a table with the following information:

Position #	First Name
AS6490	First
Vacancy Date	Last Name
11/14/2025	Last

Below the table is a section titled 'Attachments' with a red border. It contains the text 'There are no available attachments'.

STEP 7

On the right column, you can also see the Approval Timeline, which will show all previous and future participants in the approval process.

The screenshot shows a mobile application interface for 'Requisition Approval'. At the top, there are three buttons: 'Approve' (with a green checkmark), 'Deny' (with a red X), and 'Hold' (with a pause icon). Below these is a 'Submit' button. The main section is titled 'Requisition Details' and contains a table with the following information:

Requisition Number	Division
202500032	Finance & Administration People Ops/HR
Title	Department
Employment Specialist	Human Resources
Class Spec	Vacancies
People Ops, Employment Specialists-Staff	1

On the right side, there is a section titled 'Approval Timeline' with a red border. It shows a vertical timeline with a green circle containing the number '1'. Below this, there is a card for 'Casey McLallen' with the text 'approved' and a dropdown arrow.

STEP 8

You can click the carrot next to each individual prior to you in the approval process to view their comments.

The screenshot displays a user interface for reviewing requisition details and an approval timeline. On the left, a list of requisition details is shown:

- Division: Finance & Administration | People Ops/HR
- Department: Human Resources
- Vacancies: 1
- List Type: Promotional Only
- Owner: HiringManager_HR zzTest
- Hiring Manager: Casey McLallen

On the right, the "Approval Timeline" section shows a single approval entry:

- Today at 8:32 PM**
- Casey McLallen** approved
- Casey McLallen approved and sent to People Ops > Approved to Post
- "Approvers can enter comments, thoughts, and questions along with their approval. Any approvers following them can view these notes."*

STEP 9

Once you have reviewed all the included information and are ready to make a decision on the requisition, you can select the Approve, Deny, or Hold button at the top.

The screenshot shows the "Requisition Approval" interface for an "Employment Specialist (202500032)". At the top, there are three buttons: "Approve", "Deny", and "Hold". Below these buttons, the "Requisition Details" section is displayed:

- Requisition Number:** 202500032
- Division:** Finance & Administration | People Ops/HR
- Title:** Employment Specialist
- Department:** Human Resources
- Class Spec:** People Ops, Employment Specialists-Staff
- Vacancies:** 1

STEP 10

Along with your decision, you can enter any comments or notes you may have.

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Requisition Approval
Employment Specialist (202500032)

✓ Approve ✕ Deny || Hold

Comment (Optional)

Comments

Requisition Details

Requisition Number 202500032	Division Finance & Administration People Ops/HR
Title Employment Specialist	Department Human Resources

Approval Timeline

1 Today at 1 Casey Mc approved

Casey McLallen sent to People O

STEP 11

If you select Deny, you also need to select which step you would like to send it back to. The options include everyone prior to you in the approval process all the way back to the Hiring Manager/Originator.

Be sure to include comments of why you are denying the requisition and sending it back.

The screenshot displays the 'Requisition Approval' interface for 'Employment Specialist (202500032)'. The interface includes a sidebar with 'Recruitment' and 'My Tasks' sections. The main content area features a 'Requisition Approval' header with 'Approve', 'Deny', and 'Hold' buttons. The 'Deny' button is highlighted with a red box. Below the buttons, there is a 'Send Back to Step' dropdown menu, also highlighted with a red box, showing the 'Originator - zzTest HiringManager_HR' and 'Step 1 - People Ops > Check Requisition, Workflow, & Attachments'. A 'Comments' text area is located to the right of the dropdown. The 'Approval Timeline' section on the right shows a recent approval by Casey McLallen at 8:32 PM.

Requisition Approval
Employment Specialist (202500032)

Cancel [Edit](#)

* Fields are required.

* Send Back to Step

- Select a step -

Originator - zzTest HiringManager_HR

Step 1 - People Ops > Check Requisition, Workflow, & Attachments

Comment (Optional)

Comments

Requisition Details

Requisition Number 202500032	Division Finance & Administration People Ops/HR
Title Employment Specialist	Department Human Resources
Class Spec People Ops, Employment Specialists-Staff	Vacancies 1
Job Type	List Type

Approval Timeline

Today at 8:32 PM

Casey McLallen approved

Casey McLallen approved and sent to People Ops > Approved to Post

*Approvers can enter comments, thoughts, and questions along with their

STEP 12

There is a Hold option as well that you can select to update the status of the approval to show a temporary pause if awaiting on information or clarification.

However, we don't recommend using this as you can just leave it without a decision, and it will show as Pending until you do make a decision of Approve or Deny. If you do select this option, you can enter any comments or notes you may have, including the reason it is being held.

The screenshot displays the 'Requisition Approval' interface for an 'Employment Specialist (202500032)'. The interface includes a sidebar with 'Tasks' and 'Pe' sections, and a main content area. The main content area has a top bar with 'Cancel' and 'Edit' buttons. Below this is a section with three buttons: 'Approve' (checked), 'Deny', and 'Hold' (highlighted with an orange border). To the right of these buttons is a green 'Submit' button. Below the buttons is a 'Comment (Optional)' section with a text input field. The bottom section is divided into two columns: 'Requisition Details' and 'Approval Timeline'. The 'Requisition Details' column contains fields for 'Requisition Number' (202500032), 'Division' (Finance & Administration | People Ops/HR), 'Title' (Employment Specialist), and 'Department' (Human Resources). The 'Approval Timeline' column shows a timeline with a green circle containing the number '1' and a user profile icon. The timeline entry reads: 'Today at 8:32 PM Casey McLallen approved'. Below the timeline is a partial entry: 'Casey McLallen approved and'.

Requisition Approval
Employment Specialist (202500032)

Cancel Edit

✓ Approve ✗ Deny **Hold** Submit

Comment (Optional)

Comments

Requisition Details

Requisition Number	202500032	Division	Finance & Administration People Ops/HR
Title	Employment Specialist	Department	Human Resources

Approval Timeline

1 Today at 8:32 PM Casey McLallen approved

Casey McLallen approved and

STEP 13

Once you have selected your decision and entered the appropriate comments, click on Submit. The requisition will then go to the next step in the approval process.

The screenshot shows a web interface for a requisition form. At the top left, the text "al" and "2500032)" is displayed. To the right of this text are two buttons: "Cancel" and "Edit" (which has a pencil icon). Below the text, there is a large text area for comments. A small box on the left side of this area contains the word "old". A green "Submit" button is located in the top right corner of the text area and is highlighted with a red border. Below the text area, there is a section titled "Approval Timeline" which is currently empty. A vertical scrollbar is visible on the right side of the "Approval Timeline" section.