

Vacancy Approval Process

How to create a new request on Talentlink

This is a guide on how to login into Talentlink, create a new vacancy request and how to initiate the approval process

Prior to submitting your vacancy approval request

- Ensure you have the most recent job profile template completed ready for uploading on Talentlink
- Please see the link to People Anytime for job profile templates [Job Evaluation | Aberdeen City Council: People Anytime](#). If you are required to amend the content within an existing job profile, please notify Orgchangedesign@aberdeencity.gov.uk
- Ensure you are aware of the cost centre and CoreHR post number. If you are unsure, please contact your Budget Holder or POD@aberdeencity.gov.uk who will be able to assist you
- If your vacancy is currently being advertised on Talentlink or you have recently identified a preferred candidate(s) and you have now identified another vacancy, please complete a new request to recruit on Talentlink and select approval only in the **Reason for Vacancy** Field. Within the justification, please state that you wish to recruit from the existing ABC reference number so that we can match the new request to the previously approved request ie Identified additional preferred candidate from ABC11111

Prior to submitting your vacancy approval request

- If you wish to recruit to various posts ie a mixture of full time and part time, please submit two separate requests.

For example –

1 x 10 hours Permanent

1 x 37 hours Permanent

1 x 20 hours Fixed Term

1 x 37 hours Fixed Term

This would be submitted as two requests with all the full time posts (Fixed Term and Permanent) in one request and the part time posts (Fixed Term and Permanent) in a separate request

Login Screen

TalentLink
Now part of Cornerstone

Company
CoSLA

Login

Password

LOGIN

[Forgot password?](#)

cornerstone

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TalentLink Release 22.3
- Deployment on 27 June

Our TalentLink Release Version 22.3 will be deployed on 27 June.

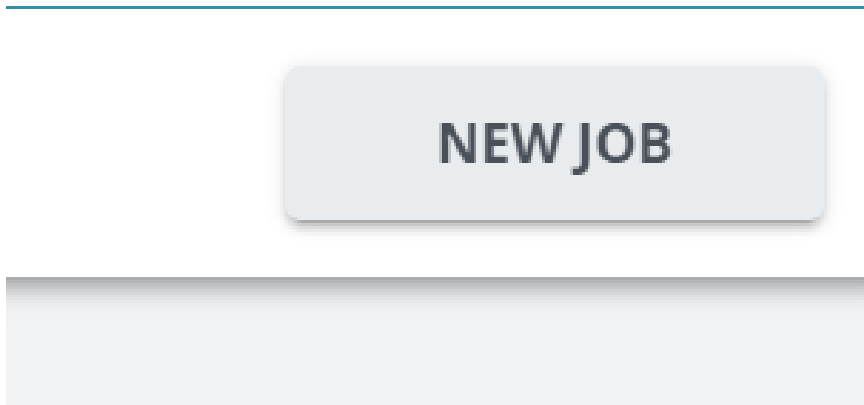
This Release includes improvements to our modules Recruit, Insight, Build and the Mobile App.

If you have any questions, please contact our Customer Support.

[Click here for a list of contact numbers.](#)

- Enter the link for Talentlink in a web browser – <https://emea5.lumessetalentlink.com/>
- Enter CoSLA in the **Company** Field
 - Please note, this is case sensitive
- You will have received your username and password from AskHR

Create New Job for Recruitment



- Once you have logged in, you will see the home screen dashboard
- To allow you to create a new job for recruitment, click on the **New Job** button in the top right hand corner

Job Information

Basic Information

Initial information to create the job requisition

Hiring Manager 1

Job Title

required

You can select an existing job to copy the content or type in a new job title. You can search by job title or job number to find the job to copy the content.

Organisation

required

CONTINUE

- On the **Basic Information** page, please enter the name of the person submitting the vacancy request as **Hiring Manager 1** and the **Job Title** of the role you are requesting to fill

Job Information Continued

Organisation required

Digital and Technology ×

Aberdeen City Council → Corporate Services → Digital and Technology

⚠ The list of organisations is limited by the value you've selected in the field Hiring Manager 1

▼ Aberdeen City Council

Adult Health and Social Care Partnership

- > Bon Accord Care
- > City Regeneration and Environment

▼ Corporate Services

Commercial and Procurement Services

Data Insights

Digital and Technology

Finance

Governance

People and Citizen Services

> Families and Communities

> ZZ Commissioning (do not use)

- To select the relevant Cluster for the role you are looking to recruit to, click on the drop down arrow, then click on the arrow beside Aberdeen City Council, select the drop down arrow under the relevant Function and then click on the relevant Cluster
- Please do not use the options with ZZ in front of them

Contract Type

Contract Type required

Apprenticeship

Permanent

Temporary

Fixed Term

Supply/Casual/Relief

Voluntary

Redeployment

- After selecting from the **Organisation** drop down, select the **Contract Type**
- Please select the relevant option
- If you require Permanent and Fixed Term, please select Permanent and in the comments box further down the page, you can state Permanent and Fixed Term
- Please note once selected, you cannot change this option later

Approval Process



Which approval process applies? required

ACC Standard X

- The next box will ask you **'Which approval process applies?'**, please leave this defaulted as **ACC Standard**

Job Details

Job Number

Pending

Job Location required

Aberdeen City, Scotland, United Kingdom ×

AS A RESULT OF THE CURRENT FREEZE ON RECRUITMENT IT IS ESSENTIAL THAT YOUR VACANCY MEETS AT LEAST ON

[View exemptions criteria agreed at ECMT](#)

Please confirm which of these your vacancy meets If more than one please detail all required

0/3000

PLEASE OUTLINE HOW THE VACANCY YOU ARE REQUESTING TO FILL MEETS THE BELOW CRITERIA

Confirmation that resources cannot be found from temp/perm/int movement if seeking ext recruitment required

0/3000

Discussed with CO that recruitment will not be impacted by ongoing future redesign required

0/3000

- On the **Administrative Data** section, please proceed to complete the relevant fields
- Please ensure you add in as much details as possible
- Once you submit your request to recruit, the **Job Number** section will generate your ABC reference number for all future correspondence related to your vacancy

Job Details Continued

If not external enter N/A

If you are seeking this vacancy to be filled externally please provide justification required

0/3000

Geographical Area required

Aberdeen ×

Location required


Postcode

Please fill in Location field first.

Has the vacancy resulted from an employee moving internally to another post? required

-

If so, what date did they leave?

dd/mm/yyyy 

- Please proceed to complete the relevant fields
- When you reach the **Location** drop down, the **Postcode** field will auto populate
- If your vacancy has resulted from an employee moving internally, please confirm the date they left the vacancy you wish to recruit to

Job Details Continued

Is this post externally funded?

required

-

If yes who is funding the post and for how long

Is this an income - generating post?

required

Is this a statutory post?

required

Does this post require a standard driving licence?

required

PVG/Disclosure

required

Does the post require HAVS screening?

required

Does the post require Health screening?

required

Does the post require Food Handler screening?

required

Does the post require night working screening?

required

- Please complete the drop down fields to allow the HR Service Centre to undertake the required pre-employment checks for your preferred candidate (s)

Job Details Continued

ACC Grade required

ACC - ADDITIONAL INFORMATION

Recruiting Manager email address required

Cost Centre required

If this is a new post, enter the Business Case Reference Number.

Core HR Post Number required

If required, additional advert wording

Permanent and Fixed Term Posts Available

41/3000

- Select the relevant **ACC Grade** e.g. G9
- For **Recruiting Manager email address** – please enter the details of the individual who the HR Service Centre will correspond with during the pre- employment checks
- For **Core HR Post Number** – please add in the post number or enter the Business Case Reference Number if it is a new post. Your budget holder or POD@aberdeencity.gov.uk will be able to confirm this if you are unsure
- If you have **additional advert wording**, please input the relevant wording and it will pull through to your advert. In this section, you would state that you are recruiting to Permanent and Fixed Term posts.

Job Details Continued

Job Category required

Job Sub-Category required

Please fill in Job Category field first.

Work from home required

No

Internal/External? required

Please confirm if also seeking approval for external advert if no suitable cand is found internally required

Candidate Salary Search required

- Please use the guidance provided to identify the relevant **Job Category** and **Sub-Category**
- Select if the post can **Work from Home**
- If **External** is selected, then the post will be advertised Internally AND Externally
- If **Internal** is selected, the post will be advertised Internally only
- If you are seeking approval for external advertising if no suitable candidates can be found through initial internal recruitment only, please select Yes or No under the relevant field
- For the **Candidate Salary Search**, select the salary banding which applies

Job Details Continued

Supporting Salary Statement

▼

REFRESH YOUR CAREER

Only mark yes if you are willing to consider applications from candidates who do not have any qualification or experience. This may apply to vacancies where you will provide full training.

Will you consider applicants for this job with no qualifications or experience?

required

▼

Time KPI target (days)

112

required

Target is calculated between **Job is posted** and **First position filled**.

Current target is easy to achieve. 78% of jobs were able to meet this target.

- For **Supporting Salary Statement**, please leave this blank
- For the **Refresh Your Career** option, please select No if there are any qualification requirements on the job profile
- Please do not amend the **Time KPI target (days)**

Contract Information

CONTRACT

Number of Positions

required

1

SALARY

Min

Max

Currency

per

GBP

X

Year

X

- For the **Number of Positions** please input the number of individuals you wish to recruit e.g. if you have 1.5FTE (3 x 0.5FTE) please enter 3 in this field rather than 1.5
- Salary ranges can be found on People Anytime [Salary Information | Aberdeen City Council: People Anytime](#) or [Appendix 2.1 - SNCT Handbook](#) for Teaching Staff. The ranges can be added in the Salary section of the form, under **Min** and **Max**. For part time and full time 52 week posts, please input the annual salary. For part year worker posts ie 39 weeks, please input the hourly rates and change the **per** section to state **hour**.

Contract Information

WORK HOURS

Amount

Unit

Hours X

per

Week X

Comments

0/4000

PLEASE ENSURE ABOVE SALARY CORRESPONDS TO GUIDANCE LINKS

[Click for salary guidance](#)

[Click for craft guidance](#)

[Click for SNCT Guidance](#)

Contracted weeks

required

- If you have more than one vacancy with various hours eg 15 and 25 per week, input the highest number of hours against the **Work Hours**
- Please leave the **Comments** section blank
- The salary links will assist you with completing the salary section
- Select the relevant **Contracted Weeks** ie 39 for school based staff who only work term time/41 weeks for cleaning staff. If you have more than one vacancy with various contracted weeks, input the highest number of weeks eg 52
- On the next slide you will be able to confirm the vacancy details for multiple posts

Contract Information

IF RECRUITING MULTIPLE POSTS;

Please list details of your vacancies eg 1 x Perm Part Time 18.5 hours

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IF RECRUITING FIXED TERM

Please enter fixed term end date/contract duration

Reason for Vacancy

required

Is this job a re-advertisement?

- Under the section **IF RECRUITING MULTIPLE POSTS**, you will be required to list the differences between any contracts you are looking to recruit to.
- For example:
- 1 x fixed term up to 31/12/2025 full time
- 1 x fixed term up to 30/06/2025 full time
- 1 x permanent full time

Position Type

Position Type required

Full Time

Part Time

Supply/Casual/Relief

Voluntary

TERM TIME CONTRACT

NEW FIELD

From Thursday 18 January 2024, candidates will be able to filter their job search to show term time jobs.

Term time contracts may vary in number of weeks per year but it is assumed annual leave is taken during school holidays. If ANY job included in this requisition is contracted to "term time only" please select "Yes". This includes listings with multiple jobs where only some roles are term time - please use your advert space to describe contract details of positions advertised.

Term Time Only Contract required

- After advising if the vacancy is a re-advertisement, you will see an option for **Position Type**
- Please select the position type which applies to your vacancy
- Please note **Job Share** should only be selected for Teaching posts
- If the post is a **Term Time Only Contract**, select Yes otherwise select No

Attaching the Job Profile





The screenshot displays a user interface for attaching job profiles. It is divided into two main sections:

- CAREER SITE ATTACHMENTS:** This section features a large rectangular area with a dashed border containing the text "You can drag & drop files here (Supported types)". Below this area is a blue button with a plus icon and the text "Add New".
- NOT VISIBLE ON CAREER SITE:** This section is identical in layout to the first, with a dashed-border area for file uploads and a blue "Add New" button below it.

- Under the **Career Site Attachments**, you will be able to attach the job profile for this role
- Please ensure you have the most up to date template
- If you are required to amend the content within an existing job profile, please notify Orgchangedesign@aberdeencity.gov.uk
- Please do not attach anything on the **Not Visible on Career Site**

Selecting the Recruiting Team

RECRUITING TEAM


 Ask HR		Recruitment Admin 1
 name, login or e-mail		Recruitment Admin 2
 name, login or e-mail		Recruitment Admin 3

 Add Team Member

Process Comments

0/4000

OPERATIONAL TEAM

 ACC Test ACC Test		Hiring Manager 1
 name, login or e-mail		Hiring Manager 2
 name, login or e-mail		Hiring Manager 3
 name, login or e-mail		Hiring Manager 4

 Add Team Member

- **Recruiting Team** is ALWAYS **AskHR** for **Recruitment Admin 1**, as AskHR will publish the vacancy once it has obtained all the required approvals. If AskHR is removed, they will also not be notified once the approval process has been completed or details of your preferred candidate(s). If you do not input AskHR, your vacancy will not be advertised and AskHR will be unable to undertake pre-employment checks
- **Operational Team (Recruitment Panel)** is the names of the individuals you would like to have access to the vacancy (e.g. anyone who would have access to view the number of applicants once the vacancy is published or anyone who would sit on the interview panel)

Commencing the Approval Process

APPROVER TEAM / STAGE 1 - ADD TALENT@ABERDEENCITY.GOV.UK required

<input type="text" value="name, login or e-mail"/>	Approver Team Member 1
--	------------------------

You need to select at least one approval team member

APPROVER TEAM / STAGE 2 - CHIEF OFFICER APPROVAL required

<input type="text" value="name, login or e-mail"/>	Approver Team Member 1
--	------------------------

You need to select at least one approval team member

APPROVER TEAM / STAGE 3 ADD IN ORDER: 1)
FINANCETALENTLINK@ABERDEENCITY.GOV.UK, 2)
ORGCHANGEDSIGN@ABERDEENCITY.GOV.UK, 3)
STAGE3APPROVAL@ABERDEENCITY.GOV.UK required

<input type="text" value="name, login or e-mail"/>	Approver Team Member 1
<input type="text" value="name, login or e-mail"/>	Approver Team Member 2
<input type="text" value="name, login or e-mail"/>	Approver Team Member 3

You need to select at least one approval team member

APPROVER TEAM / STAGE 4 ADD IN ORDER: 1)
STAGE4FINANCE@ABERDEENCITY.GOV.UK 2)
STAGE4PEOPLEOD@ABERDEENCITY.GOV.UK required

<input type="text" value="name, login or e-mail"/>	Approver Team Member 1
<input type="text" value="name, login or e-mail"/>	Approver Team Member 2

You need to select at least one approval team member

Prior to your request being advertised, the request requires to go through four stages of approval. Please type in the email addresses as shown in the image to the left:

1. **Stage 1 – Talent Team.** The team will review the request to check that all sections of the request is correct (e.g. job profile attached, if the advert will be internal or external)
2. **Stage 2 – Chief Officer.** Once approved by the Talent Team, the request will be sent to the relevant Chief Officer for approval. Please check with your Chief Officer or Service Manager prior to submitting to ensure the Chief Officer is available to approve your request
3. **Stage 3 – Finance, Org Change Design and Stage 3 Approval.** The request will then be sent to these teams for checking and approving:
 1. Finance – e.g. checking budget code and checking there is sufficient budget to cover the costs for the role
 2. Org Change Design – e.g. checking the establishment to see if the vacant position is available to be recruited to
 3. Stage 3 Approval – will carry out a final check prior to proceeding to Stage 4
4. **Stage 4 – Chief Officer of Finance and People & Citizen Services.** The Chief Officers will complete the final approvals to allow your request to proceed

Commencing the Approval Process Continued

APPROVER TEAM / STAGE 1 - ADD TALENT@ABERDEENCITY.GOV.UK required

 Aberdeen City Talent	✕	Approver Team Member 1
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You need to select at least one approval team member

APPROVER TEAM / STAGE 2 - CHIEF OFFICER APPROVAL required

 Jacqui McKenzie	✕	Approver Team Member 1
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You need to select at least one approval team member

APPROVER TEAM / STAGE 3 ADD IN ORDER: 1) FINANCETALENTLINK@ABERDEENCITY.GOV.UK, 2) ORGCHANGEDESIGN@ABERDEENCITY.GOV.UK, 3) STAGE3APPROVAL@ABERDEENCITY.GOV.UK required

 Finance ACC	✕	Approver Team Member 1
 ACC Org Change	✕	Approver Team Member 2
 ACC Stage 3 Approval	✕	Approver Team Member 3

You need to select at least one approval team member

APPROVER TEAM / STAGE 4 ADD IN ORDER: 1) STAGE4FINANCE@ABERDEENCITY.GOV.UK 2) STAGE4PEOPLEOD@ABERDEENCITY.GOV.UK required


 Stage4Finance Aberdeen	✕	Approver Team Member 1
 STAGE4PEOPLEOD Aberdeen	✕	Approver Team Member 2

You need to select at least one approval team member

- To commence the approval process please enter the email addresses advised in the relevant sections.
- Stages 1, 3 and 4 should ALWAYS remain the same. It would only be Stage 2 which would differ based on your Chief Officer

Attaching the Job Templates

Job Description
Define the job description

 Import from job or template

IMPORT JOB DESCRIPTION ×

Select an existing job or a job ad template to fill in the job description

Jobs	Job Ad Templates	ACC Standard	SELECT
<input type="text" value="Title"/>		html	
<input type="text" value="Any language"/>		Job Purpose:	
<input type="text" value="Aberdeen City Council"/>		Before applying for this job, it is important that you read the Applicant Guidance by clicking on this link and the Job Profile attached. These explain the job role and the type of person we're looking for.	
<input type="text" value="ACC Standard"/>		Location: [%openinglov_28623%]	
		Duration: [%contract_type%], [%openinglov_28403%]	
		Roles that require PVG Membership	
		Please note that with effect from 1 April 2023, where a role requires PVG membership, candidates will be required to meet the cost of the PVG membership. This applies only to roles with a full time equivalent salary of £30,000 and above. (Teaching roles and jobs at Grade 11 and above (currently £30,727 per annum / £15.97 per hour)	
		The Council will pay for the PVG membership cost initially, either £18 for existing PVG scheme members, or £59 for non-members, and this cost will be deducted from an employee's first FULL month's salary payment.	
		Paste job purpose/about the role	
		[%openingfff_70744%]	
		The post holder needs to hold as a minimum:	
		The postholder is able to demonstrate:	
		About Us	
		Please see the Job Profile for further details	

- Under **Job Description**, you will need to enter information from your job profile which will be used on the MyJobScotland website
- Once you click on **Import from job or template**, you will be guided to the page on the left
- Click on **Job Ad Templates** and click on **ACC Standard** and then on **Select**

Inputting Job Purpose Information

JOB PURPOSE:

Before applying for this job, it is important that you [read the Applicant Guidance by clicking on this link](#) and the Job Profile attached. These explain the job role and the type of person we're looking for.

Location: Marischal College, Broad Street, Aberdeen

Duration: Permanent, Full Time

Roles that require PVG Membership

Please note that with effect from 1 April 2023, where a role requires PVG membership, candidates will be required to meet the cost of the PVG membership. This applies **only** to roles with a full time equivalent salary of £30,000 and above. (Teaching roles and jobs at Grade 11 and above (currently £30,727 per annum / £15.97 per hour))

The Council will pay for the PVG membership cost initially, either £18 for existing PVG scheme members, or £59 for non-members, and this cost will be deducted from an employee's first FULL month's salary payment.

Paste job purpose/about the role

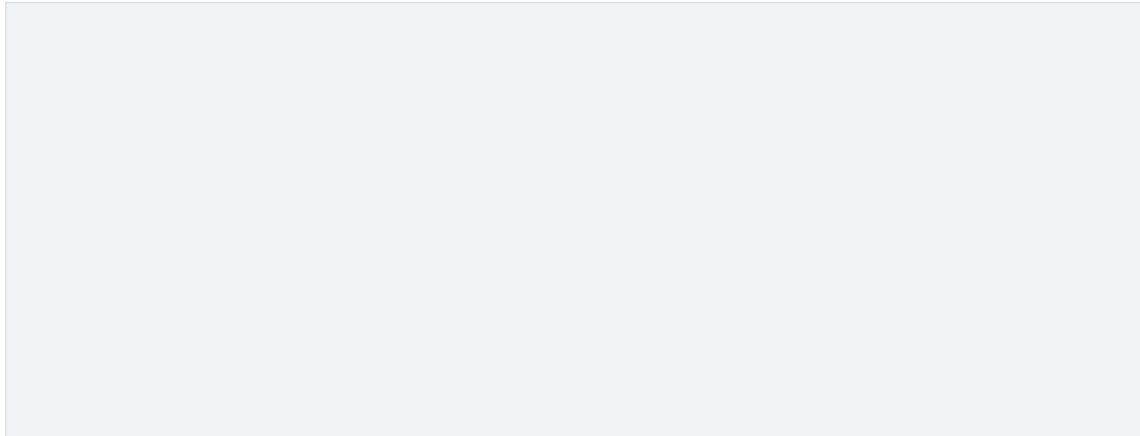
Permanent and Fixed Term Posts Available

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- **Location** and **Duration** will be auto generated based on information previously input
- Please leave the **PVG Membership** information in even if your post does not require a PVG. This is standard for all adverts
- For the **job purpose/about the role** please copy and paste from your job profile as it provides specific information confirming the purpose of the post
- If you completed the **additional advert wording field**, the information will pull through. Within this section, it would confirm to candidates that there are Permanent and Fixed Term posts available

Inputting Job Purpose Information Continued

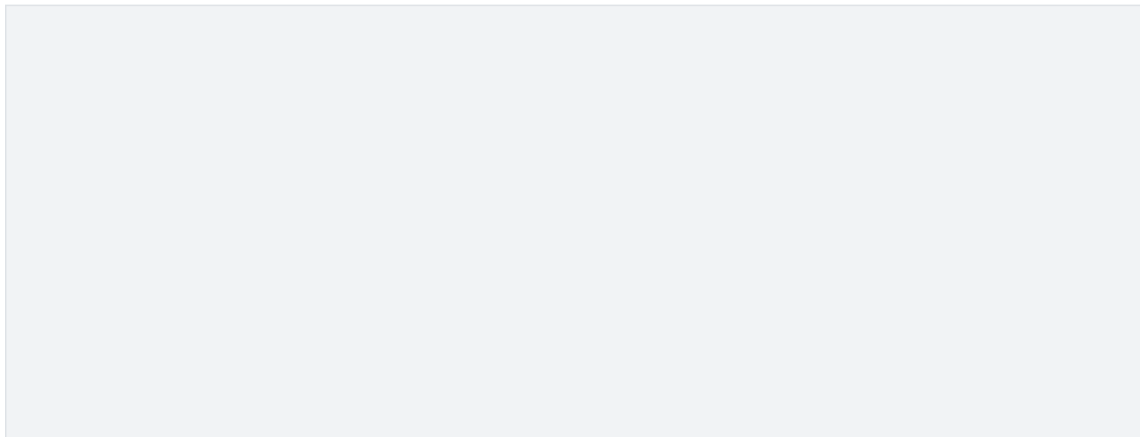
THE POST HOLDER NEEDS TO HOLD AS A MINIMUM:



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- **The Post Holder Need to Hold as a Minimum** should be copied and pasted from the "Minimum Qualification(s) / Certificates / Memberships etc. Required" section on the Job Profile

THE POSTHOLDER IS ABLE TO DEMONSTRATE:



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- **The Postholder is Able to Demonstrate** should be copied and pasted from the "As a minimum, demonstrate skills and experience in" section on the Job Profile

About Us Information

Please see the Job Profile for further details.

Aberdeen City Council is an equal opportunities employer and we are committed to equality, diversity and inclusion. For further information, please see our [Equality, Diversity, Inclusion and Recruitment](#) pack.

Flexible Working

We are happy to talk flexible working and offer flexible working for most roles in the organisation meaning that many of our employees enjoy the freedom of choosing a working pattern that suits them as much as it suits the organisation.

Disability Confident

We are a Disability Confident Employer. If you consider yourself to have a disability and think you may require a reasonable adjustment to be made for this part of the selection process, or would like further information in relation to reasonable adjustments, please contact AskHR@aberdeencity.gov.uk.

Armed Forces

We are a forces-friendly employer, have signed the [Armed Forces Covenant](#) and are a silver award recipient in the Defence Employer Recognition Scheme. We have a specific email address for those in the forces, those who have left the forces, as well as their partners / spouses / families: armedforces@aberdeencity.gov.uk. We are able to answer questions about jobs and our application / selection process, as well as about our employee support provisions.

Guaranteed Interview Scheme

We have a number of guaranteed interview schemes available to applicants who meet the minimum criteria for the role they are applying for who:

- have a disability as defined by the [Equality Act 2010](#) (all jobs)
- looked after young people, those that are in continuing care or are a care leaver up to the age of 29 (all jobs)
- are aged 16-24 and live in Aberdeen City or have been to an Aberdeen City Council school and are applying for a Modern Apprenticeship (except Trades apprenticeships)
- have done a Foundation Apprenticeship with Aberdeen City Council and are applying for any apprenticeships relevant to the area in which they did their Foundation Apprenticeship
- are New Scots* aged 16-24 and are applying for any apprenticeships

*"New Scots" are defined as refugees and asylum seekers who are in Scottish

3015/4000

- The section on the left is standard information advertised on all Aberdeen City Council vacancies. Please do not edit this section

Finalising the Vacancy Approval Requests

JOB SKILLS PROFILE

⊕ people

CREATE

PROJECT OFFICER(ABC02080)

JOB CONTENT **JOB APPROVAL PROCESS** SELECTION / HIRING INTERVIEW SCHEDULER

- Please leave the **Job Skills Profile** section blank
- Once you have completed the previous steps, click on **Create** in order to process your request to recruit. At this point your ABC reference number will populate

Commencing the Approval Process

ACC STANDARD APPROVAL VERSION 1 -- LAST VERSION

Stage 1 - Add talent@aberdeencity.gov.uk	:	#1: Talent Aberdeen City
<div>START APPROVAL CHAIN</div>		
Stage 2 - Chief Officer Approval		#1: McKenzie Jacqui
Stage 3 add in order: 1) FinanceTalentlink@aberdeencity.gov.uk, 2) orgchangedesign@aberdeencity.gov.uk, 3) Stage3Approval@aberdeencity.gov.uk		#1: ACC Finance #2: Org Change ACC #3: Stage 3 Approval ACC
Stage 4 add in order: 1) Stage4Finance@aberdeencity.gov.uk 2) Stage4PeopleOD@aberdeencity.gov.uk		#1: Aberdeen Stage4Finance #2: Aberdeen STAGE4PEOPLEOD

- On the next screen, you will see the Job Approval Process
- Click on **Start Approval Chain** to begin the approval process. It is important you click the button as the request will not proceed if not selected

Commencing the Approval Process Continued

TalentLink - Start approval chain - Work - Microsoft Edge

https://emea5.lumessetalentlink.com/private/jom/jom_submitjobappstep.cfm?norder=1&nopeningid=68118&...

MESSAGE

Use an Email Template **ABC Approval Email**

Approval Step Stage 1 - Add talent@aberdeencity.gov.uk

Submit to Aberdeen City Talent

Subject Request for approval for the position of [%job_opening_name%] - [%job_number%]

ADD MERGE FIELDS

Email Template Content
ABC Approval Email

Dear Colleague,

A vacancy requires your authorisation.

Please review the details for the following post; [%job_opening_name%] - [%job_number%]

1. Click on the following link [%job_approval_url%]
2. Review the vacancy details
3. If you wish to authorise scroll down to the bottom of the page and click either the Approve or Reject button, optionally enter any notes
4. The page will refresh with a confirmation message
5. You can now close the browser

Thanks in advance,

- Next, you will be taken to the page shown on the left. You will be able to view the approval email being sent
- Please do not edit the page. Please proceed to scroll down the page and click **Submit** in order to send your request to recruit to the Talent Team to commence the approval process

ADD MERGE FIELDS

Receive Notification when completed Yes ☒ No ☐

Due date **required** (dd/mm/yyyy) 09/07/2022

CANCEL SUBMIT

Vacancy Approval Process

JOB CONTENT	JOB APPROVAL PROCESS	MATCHING CANDIDATES	POSTING	SELECTION / HIRING	INTERVIEW SCHEDULER
ACC STANDARD APPROVAL VERSION 1 -- LAST VERSION					
Stage 1 - Add talent@aberdeencity.gov.uk		Started on 21/06/2023 by Camilli Luci	View History Resend Forward		
		#1: Talent Aberdeen City			
		Submitted on 21/06/2023			
Stage 2 - Chief Officer Approval		#1: McKenzie Jacqui	View History		
Stage 3 add in order: 1) FinanceTalentlink@aberdeencity.gov.uk, 2) orgchangedesign@aberdeencity.gov.uk, 3) Stage3Approval@aberdeencity.gov.uk		#1: ACC Finance #2: Org Change ACC #3: Stage 3 Approval ACC	View History		
Stage 4 add in order: 1) Stage4Finance@aberdeencity.gov.uk 2) Stage4PeopleOD@aberdeencity.gov.uk		#1: Aberdeen Stage4Finance #2: Aberdeen STAGE4PEOPLEOD	View History		

- Under the **Job Approval Tab**, you will be able to see where your request is in the approval process
- On the left, you will see an example of a request sitting with the Talent Team as part of Stage 1 of the approval process
- At each stage of the approval process, the approvers email address will receive an automated email in which the individual can approve or reject. Comments can also be added to the vacancy request

Vacancy Approval Process Continued

JOB CONTENT	JOB APPROVAL PROCESS	MATCHING CANDIDATES	POSTING	SELECTION / HIRING	INTERVIEW SCHEDULER
ACC STANDARD APPROVAL VERSION 1 -- LAST VERSION					
✓ Stage 1 - Add talent@aberdeencity.gov.uk		Started on 20/06/2023 by Strachan Lesley - Approved on 21/06/2023			
		#1: Talent Aberdeen City			
		Approved on 21/06/2023			
i Stage 2 - Chief Officer Approval		Started on 21/06/2023 by Talent Aberdeen City			
		#1: McKenzie Jacqui			
		Submitted on 21/06/2023			
Stage 3 add in order: 1) FinanceTalentlink@aberdeencity.gov.uk, 2) orgchangedesign@aberdeencity.gov.uk, 3) Stage3Approval@aberdeencity.gov.uk		#1: ACC Finance			
		#2: Org Change ACC			
		#3: Stage 3 Approval ACC			
Stage 4 add in order: 1) Stage4Finance@aberdeencity.gov.uk 2) Stage4PeopleOD@aberdeencity.gov.uk		#1: Aberdeen Stage4Finance			
		#2: Aberdeen STAGE4PEOPLEOD			

- On the left, you will see an example of a vacancy request which has now been approved. It will also show when the request was approved at each of the stages
- In this example, you will see the request has moved to Stage 2

Vacancy Approval Process Continued

[View History](#)

JOB APPROVAL HISTORY					
Job Opening Project Officer					
FILTER					
Approval Step Stage 1 - Add talent@aberc					
DATE ▼	APPROVAL STEP	SENDER	RECIPIENT	ACTION	COMMENTS
16/09/2022	Stage 1 - Add talent@aberdeencity.gov.uk	Aberdeen City Talent	Aberdeen City Talent	Approved	Happy to approve

- If you click on **View History** within the **Job Approval Process** you are able to view any comments as seen in the example on the left
- Talentlink will automatically chase the approvers in each stage of the process
- Once your vacancy has been approved by all 4 stages, AskHR will receive a notification to advertise the vacancy if you have selected Recruitment Admin 1 as AskHR