

Guidelines for recruitment approvals

When you raise a requisition you will need to request approval to recruit a new colleague. For volume roles, your approvers will be different depending on the part of the business you work in. Use the table below to understand which colleagues need to approve your requisition before you can start the recruitment process:

	Food (Store Manager and Team Manager)	Logistics (Warehouse Operatives and Drivers)	Funeralcare (operational roles)
Approver 1	People Advisor	People Advisor	Line Manager (of hiring manager)
Approver 2		Line Manager (of hiring manager)	People Partner
Approver 3			Finance Business Partner

Approval watch outs

- Make sure you add all the required approvers to the requisition to avoid having to raise a new requisition and repeat the approval process
- If the name of your approver doesn't appear in the drop down list, please contact them directly to find out who they would like you seek approval from
- Each approver will need to approve your vacancy for the recruitment process to begin
- If your requisition is not approved, you will receive information in the comments box explaining the reasoning for this
- You'll have clear visibility on MyRecruit to see whether your vacancy has been approved

To view your requisition, visit the 'Recruiting Centre' on MyRecruit and click 'View Requisition'. Please make sure the auto filters are removed otherwise you might not be able to see it. Remember it is your responsibility to make sure your vacancy has been approved.

Once your vacancy has been approved the resourcing team will get in touch with to arrange a vacancy briefing.