

## Head of Department Approver

These guidelines are for Heads of Departments who are required to approve new vacancies in the new HR Recruitment system prior to advertising.

If you are required to approve a vacancy you should have received notification via email.  
**Click on the link in the email to get to the login page.**

In Internet Explorer, log in to the WCN system at  
[https://gate-test.library.lse.ac.uk/shibboleth-idp/SSO?target=https%3A%2F%2Fintegration.wcn.co.uk%2Fshibboleth%2Fshibboleth.cgi%3Fdest\\_id%3D1&shire=https%3A%2F%2Fintegration.wcn.co.uk%2Fshibboleth.sso%2FSAML%2FPOST&providerId=https%3A%2F%2Fintegration.wcn.co.uk%2Fshibboleth-sp](https://gate-test.library.lse.ac.uk/shibboleth-idp/SSO?target=https%3A%2F%2Fintegration.wcn.co.uk%2Fshibboleth%2Fshibboleth.cgi%3Fdest_id%3D1&shire=https%3A%2F%2Fintegration.wcn.co.uk%2Fshibboleth.sso%2FSAML%2FPOST&providerId=https%3A%2F%2Fintegration.wcn.co.uk%2Fshibboleth-sp),  
please insert your LSE network user name and password.



You should see a pop-up box saying '*There are new jobs in the system awaiting your approval*'. Click on '**Go to Vacancy Approvals**'.

Click on the vacancy title of the position you are approving.



You will now see a page showing a summary of the vacancy.

Please click on 'Edit Vacancy' in order to see the vacancy details in full.

Once you have viewed the vacancy, either click on 'Confirm' at the bottom of the page or select the 'Vacancy Info' tab at the top, to return to the summary page.



If you are happy with the vacancy details, click on '**Approve**' and then '**Activate**' on the next page that appears. Otherwise select 'Reject'.

The vacancy will then be send to the Recruitment team for final approval before being advertised.

(Note: if you wish, you can attach any relevant documentation, e.g. emails, to the vacancy via 'Options' at the top of the screen before approving or rejecting. NB under **Visibility** you will need to tick 'Recruiters'. **DO NOT** tick 'Candidates' or 'Agency').

You can now log out of the system.



If you experience any problems or have any queries, please contact [hr.recruit.support@lse.ac.uk](mailto:hr.recruit.support@lse.ac.uk) or call Krushna Vekariya on ext. 6217.