Comments, Comments, Comments!

Whether you are completing a Job Data Change form, Position Authorization Request or a job offer in PeopleSoft the comments sections should be your best friend! Comments are essential for audit purposes as well as keeping the workflow moving.

Comments should be concise and give justification on why the action is taking place. Copying and pasting information from relevant e-mails is also a great way to present the facts on why the action is happening.

Following up with an email to those who will be involved in the approval workflow/process is also another great way to alert HR that an action is being requested.
**Job Offers** should have complete information as why the applicant is the best candidate, how the relevant experience of the applicant meets the minimum requirements and the department’s needs, as well as any preferred experiences relevant to the position.

**Using the comments sections is highly recommended when processing an action.** When in doubt, the best practice is to include as much information as possible.