

Approve a Job Posting

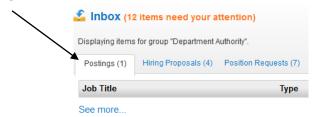
People Admin 7 Manual

This document will explain how to approve a Posting. Find the pending Posting using the Inbox or by searching for it. Follow the appropriate instructions below:

Using the Inbox:

- Log in and select the appropriate user role.
- 2. Select Applicant Tracking from the Module Menu.

 APPLICANT TRACKING POSITION MANAGEMENT PERFORMANCE ADMIN
- Postings awaiting approval should appear in the list. Click one.



Searching for a Position Request:

- Log in and select the appropriate user role.
- Select Applicant Tracking from the Module Menu.
- APPLICANT TRACKING
 POSITION MANAGEMENT
 PERFORMANCE
 ADMIN
- Select the appropriate position type for the posting.
- Search for the Posting in question.
 You may search using Operating
 Title, Position Number,
 Department, etc. See the
 Navigation and Search Manual for more information.



Approving the Request

- 5. Review the information on the Summary page. If there are errors, choose a "Return" workflow step from the Take Action menu.
- If there are no errors, choose an "Approve" workflow step from the Take
 Action menu, to move it to the next Approver or Post Position (in
 the case of Campus HR).

Take Action On Posting
Keep working on this Posting

WORKFLOW ACTIONS

Approve for Later Posting (move to Approved-Pending)

Post Position (move to Posted)

Cancel (move to Canceled)

Post Internally (move to Approved - Internal)

Return (move to Principal Administrator)

Return (move to Finance)

Return (move to Department Authority)

Return (move to Department User)

Last Updated: March 14, 2016