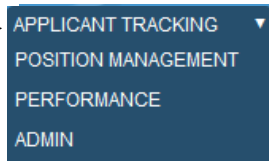*This document will explain how to approve a Posting. Find the pending Posting using the Inbox or by searching for it. Follow the appropriate instructions below:*
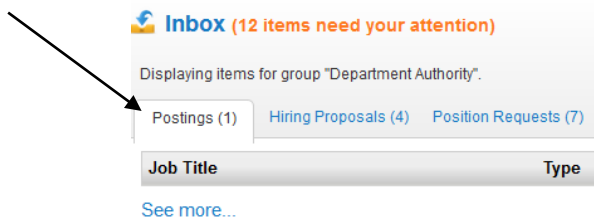
Using the Inbox:

1. Log in and select the appropriate user role.

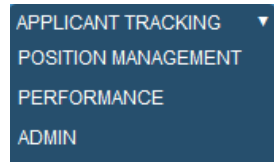2. Select Applicant Tracking from the Module Menu.

3. Postings awaiting approval should appear in the list. Click one.
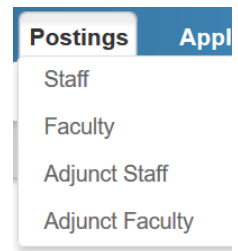

Searching for a Position Request:

1. Log in and select the appropriate user role.

2. Select Applicant Tracking from the Module Menu.

3. Select the appropriate position type for the posting.

4. 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.

6. 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).