

Quick Steps on How to Approve a Position

Step 1: Log in to your home page and you will find the position that needs your approval in your **Inbox** and click on the position title.


The screenshot displays the user interface of an Online Recruitment System. At the top, there is a navigation bar with 'Home', 'Postings', and 'Employment Recommendations'. Below this, a welcome message reads 'Welcome to your Online Recruitment System'. The main content area is divided into two sections: 'Inbox' and 'Watch List'. The 'Inbox' section features a search bar, a 'Filters' button, and a table with columns for 'TITLE', 'CURRENT STATE', and 'DAYS IN CURRENT STATE'. A purple arrow points to the 'Postings' tab, which has a notification badge '1'. The table lists one position: 'Assistant Coach Men's Basketball Athletics' with a 'CURRENT STATE' of 'HR Review' and 'DAYS IN CURRENT STATE' of '110'. The 'Watch List' section also has a search bar and an 'Unwatch Postings' button.

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
Assistant Coach Men's Basketball Athletics	HR Review	110

Step 2: Review the position

-If using you would like to make an edit. Click **Edit** next to **Posting Details**

Postings / [Staff/Admin](#) / [HR Assistant](#) (Director/Chair/Department Head) / Summary

 **Posting: HR Assistant (Staff/Admin)** [Edit](#)
Current Status: Director/Chair/Department Head

Position Type: **Staff/Admin** | Created by: **Monica Lim**
Department: **Human Resources** | Owner: **Dir/Chair/DeptHead**


[Take Action On Posting](#) ▼
[★ See how Posting looks to Applicant](#)
[Print Preview \(Applicant View\)](#)
[Print Preview](#)

Summary | [History](#) | [Settings](#) | [Applicants](#) | [Reports](#) | [Employment Recommendations](#)

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

Posting Details [Edit](#) 

Position Information

Position Title	HR Assistant
Job Category	Staff
Office/Department	Human Resources
Position Authorization Announcement Number	S00045
If Staff, list days and hours	

-If using you would like to return the position back to the hiring manager

*Toggle over **Take Action on Posting** and click **Return to Hiring Manager**

Postings / [Staff/Admin](#) / [HR Assistant](#) (Director/Chair/Department Head) / Summary

Posting: HR Assistant (Staff/Admin) [Edit](#)
Current Status: Director/Chair/Department Head

Position Type: **Staff/Admin** | Created by: **Monica Lim**
Department: **Human Resources** | Owner: **Dir/Chair/DeptHead**

[Summary](#) | [History](#) | [Settings](#) | [Applicants](#) | [Reports](#) | [Employment Recommendations](#)

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[Posting Details](#) [Edit](#)

Position Information

Position Title	HR Assistant
Job Category	Staff
Department	Human Resources


Take Action On Posting

WORKFLOW ACTIONS

- Keep working on this Posting
- Submitted for Academic Affairs Diversity Approval (move to Academic Affairs Diversity)
- Return to Hiring Manager/Delegate (move to Hiring Manager/Delegate)**
- Submitted for Asst/Assoc VP/Dean Approval (move to Asst/Assoc VP/Dean)
- Canceled (move to Canceled)

-If using you would like to approve the position and move it forward. Click on the next workflow step.

Postings / Staff/Admin / HR Assistant (Director/Chair/Department Head) / Summary

 **Posting: HR Assistant (Staff/Admin)** [Edit](#)
Current Status: Director/Chair/Department Head

Position Type: **Staff/Admin** | Created by: **Monica Lim**
Department: **Human Resources** | Owner: **Dir/Chair/DeptHead**

Summary | [History](#) | [Settings](#) | [Applicants](#) | [Reports](#) | [Employment Recommendations](#)

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Posting Details [Edit](#)


Position Information

Position Title	HR Assistant
Job Category	Staff
Department	Human Resources

Take Action On Posting ▾

WORKFLOW ACTIONS

- [Keep working on this Posting](#)
- [Submitted for Academic Affairs Diversity Approval \(move to Academic Affairs Diversity\)](#)
- [Return to Hiring Manager/Delegate \(move to Hiring Manager/Delegate\)](#)
- [Submitted for Asst/Assoc VP/Dean Approval \(move to Asst/Assoc VP/Dean\)](#)
- [Canceled \(move to Canceled\)](#)



Step 3: If you do not know what the next workflow step is, please go to the home page and click **Approval Workflow** under **Useful Links**. A new window or tab will open to the posting workflow for all academic and non-academic positions.

Posting Workflow

All Academic Positions	Non-Academic Staff/Admin
Hiring Manager/Delegate	Hiring Manager/Delegate
Director/Chair/DeptHd	Director/Chair/DeptHd
Acad Affair Diversity	Asst/Asso VP/Dean
Asst/Asso VP/Dean	HR Compensation
AA Compensation	VP
HR Compensation	HR
VP	
HR	