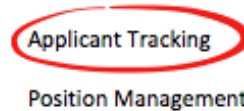


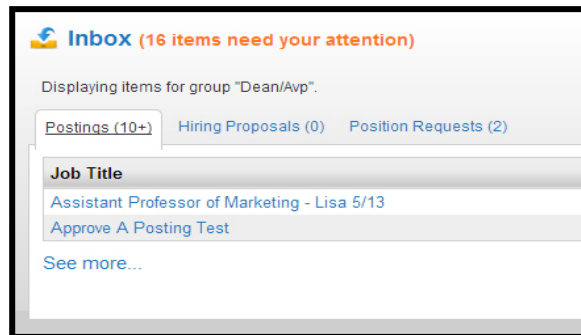
Quick Reference Guide: Approving a Posting

Instructions: Use the following steps to approve a posting that has been sent for review. Approvals for postings will vary by department/unit, and by the position type within the posting.



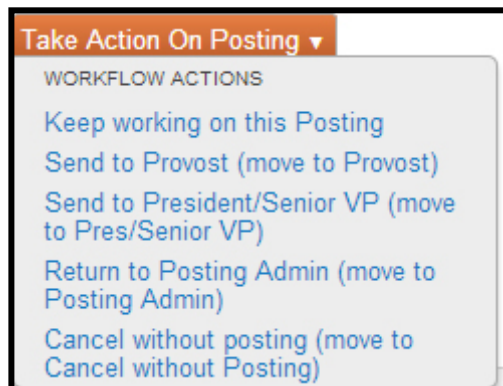
- ✓ Posting Admin
- ✓ Dept Chair/Director
- ✓ Dean/AVP
- ✓ President/Senior VP

1. Click the **Postings** tab in the **Inbox**.
2. Select the **Posting** you would like to review.



Note: If you are not seeing the posting you would like to review, make sure you are targeting/toggling the correct user group.

3. Review the posting forms and fields. To make edits, click the **EDIT** button at the top of the page or in the header of the respective posting section. All changes will be logged in the history tab.
4. Hover over **Take Action On Posting** and select the appropriate workflow action.



Note: In order for the posting request to be finalized, it must be approved by UHR. After approval, UHR will route posting to Posting Admin to review and authorize.

“**Send to**” means you have approved the Posting. “**Return to**” means the posting is not approved and needs revising. Be sure to note in the comments box an explanation for your action.

You should see a green bar appear at the top of the page. A green bar means the **Posting** has successfully been routed for review. The current status will also change to indicate the user group that will take the next action on the posting. If you see a **red bar** the action you were trying to take was unsuccessful, go back and review the noted sections.