Quick Reference Guide: Approving a Position Description

**Instructions:** Use the following steps to Approve a Position Request in People Admin. After you approve a Position Request, you will move the Position Description to the next workflow state.

1. **Click the Position Requests tab in the Inbox.**

2. **Click the Position Request you wish to view.**

3. **Review the Position Description summary.**

   **Note:** Click edit to make any necessary changes.

4. **Hover over Take Action On Position Request and select the appropriate workflow for your organizational structure.**

   “Send to” means you have approved the Position Request. “Return to” means the position request 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 Position Description has successfully been routed for review. The Current status will also change from draft to the appropriate workflow step. If you see a red bar the action you were trying to take was unsuccessful, go back and review the noted sections.

   — PA_Approving_a_Position_Description_QRG

   Rev. 6/30/14