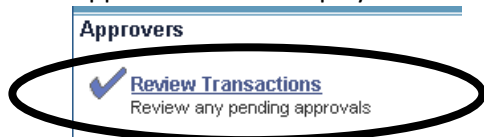


Recruiting Solutions – Approve a Job Opening

Approvers will be notified via email that a job opening is awaiting their approval.


Login

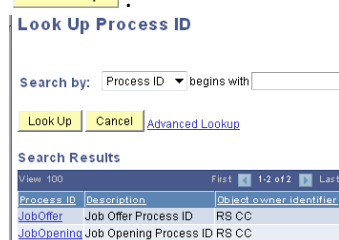
1. From your web browser, navigate to My Akron by clicking on the link at the top of UA's home page <http://www.uakron.edu>.
2. Login with your UanetID and password.
3. Click the **Faculty/Staff** tab.
4. The Approvers area is displayed in the middle of the page. Click **Review Transactions**.



Approve/Deny a Job Opening

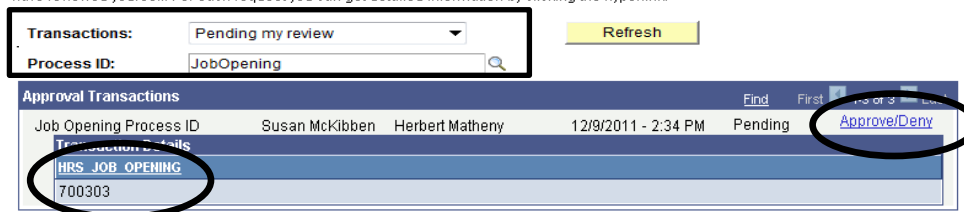
1. The Transactions will default to "Pending my review" to show only those transactions which require action.
2. The Process ID field will default to "JobOffer."

To review Job Openings, click on the Lookup tool  for the Process ID field and select **Look Up**.



3. From the Search Results list that displays, select "JobOpening."
Click the Refresh button, if necessary.
4. Only the Job Opening number displays. To review the details, click on the **Approve/Deny** link.

This page allows you to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself. For each request you can get detailed information by clicking the hyperlink.



- The details of the job opening are displayed. Review the details and when ready, click the **Approvals** link.

Posting Title: Master Carpenter Certified **Job Opening ID:** 700303
Job Opening Status: 006 Pending Approval **Job Type:** Standard
Job Title: Master Carpenter Crt **Job Code:** 94004
Position Number: 00004400 Master Carpenter Certified
Business Unit: STDBU STDBU

Save Clone Create New Previous Job Opening Next Job Opening Job Opening List

Manage Applicants | Find Applicants | Activity & Attachments | Job Opening Details

Job Details Hiring Team Job Posting HR Use Only Screening-HR Only
Approvals Advertising

- The approval path for the job opening is displayed. To view comments from previous approvers, click the **View/Hide Comments** link.
 - Enter any comments in the Comments box and then click **Approve**, **Pushback** or **Deny**. Be sure to add your name after the comment to identify yourself as the author.

UA Job Opening Stage 1

Job Opening: Pending [View/Hide Comments](#)

UA Job Opening Path 1

```

    graph LR
      A[Approved: Feagan, Kristina - HR-employmen] --> B[Admin Approved: Hutchison Amber M]
      B --> C[Reviewer: Palmer David A]
      B --> D[Reviewer: Grubb, Don E]
      C --> E[Pending: Multiple Approvers]
      D --> E
      E --> F[Not Routed: Multiple Approvers]
      F --> G[Not Routed: Multiple Approvers]
  
```

Comments

Feagan, Kristina - HR-employmen at 12/9/2011 - 2:34 PM
Administrative approval performed by Feagan, Kristina - HR-employmen.

Feagan, Kristina - HR-employmen at 12/9/2011 - 2:34 PM
Administrative approval performed by Feagan, Kristina - HR-employmen.

HRD20KF at 12/9/2011 - 2:27 PM
approved

Approve Pushback Deny

Comments Text:

- The approval path will be updated.

Job Opening: Pending [View/Hide Comments](#)

UA Job Opening Path 1

```

    graph LR
      A[Approved: Feagan, Kristina - HR-employmen] --> B[Admin Approved: Hutchison Amber M]
      B --> C[Reviewer: Palmer David A]
      B --> D[Reviewer: Grubb, Don E]
      C --> E[Approved: Gregor, Joseph P]
      D --> E
      E --> F[Pending: Multiple Approvers]
      F --> G[Not Routed: Multiple Approvers]
  
```

Comments

- Logout of PeopleSoft.