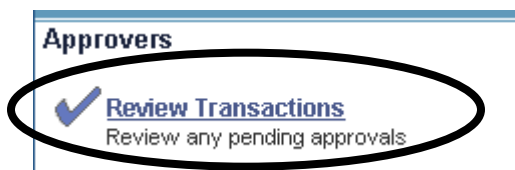


Reviewer Job Aid

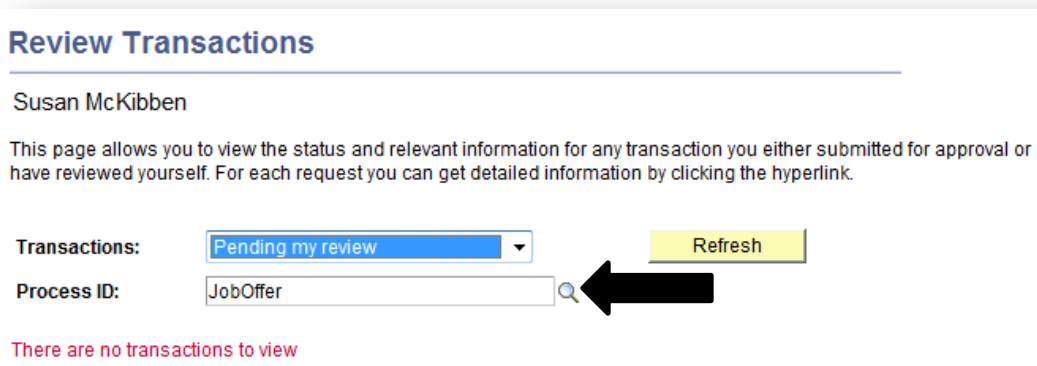
Login

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**.

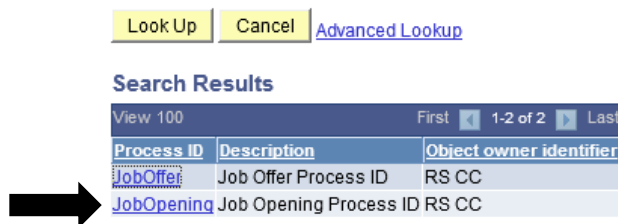


Review a Job Opening

5. The Transactions will default to **"Pending my review"** to show only those transactions which require action. The Process ID will default to **"JobOffer"**. If you are reviewing a job opening, click the magnifying glass icon to change the Process ID field.



6. Click the **Look Up** button.
7. From the Search Results list that displays, select **"Job Opening."**



8. Change Transactions to “All” and click the **Refresh** button.

Review Transactions

Susan McKibben

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.

Transactions: **All** **Refresh**

Process ID: JobOpening

9. Only the Job Opening number displays. In the example below, the Transaction Name indicates that the three entries are for a Job Opening. To review the details, click on the **View Details** link.

| Transaction Name: | Submitted By: | Submitted On Behalf of: | Submitted On: | Status: | View Details |
|----------------------------|---------------|-------------------------|----------------------|----------|------------------------------|
| Job Opening Process ID | Laura Spray | Barbara Funk | 1/9/2012 - 10:21 AM | Approved | View Details |
| Transaction Details | | | | | |
| HRS_JOB_OPENING | | | | | |
| 7002 | | | | | |
| Transaction Name: | Submitted By: | Submitted On Behalf of: | Submitted On: | Status: | View Details |
| Job Opening Process ID | Barbara Funk | | 1/26/2012 - 12:35 PM | Approved | View Details |
| Transaction Details | | | | | |
| HRS_JOB_OPENING | | | | | |
| 7000 | | | | | |
| Transaction Name: | Submitted By: | Submitted On Behalf of: | Submitted On: | Status: | View Details |
| Job Opening Process ID | Barbara Funk | | 1/27/2012 - 4:44 PM | Approved | View Details |
| Transaction Details | | | | | |
| HRS_JOB_OPENING | | | | | |
| 7060 | | | | | |

10. The details of the job opening are displayed. Review the details.
- Click the **Hiring Team** link to view the search committee.
 - Click the **Job Posting** link to view the job posting. Click on the job title to see the posting details. Click the **Preview** button to see the actual posting. Click **Cancel** to return to the Job Posting main page.
 - Click the **HR Use Only** link to view the job specifications/requirements.
 - Click the **Advertising** link to view utilization, advertising activities, account information for charging background check, advertising and salary/benefits. Click **return to job opening** to go back to the **Job Details**.
11. To view the Approval status, click the **Approvals** link.

Job Opening

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](#)

12. The approval path for the job opening is displayed. To view comments from approvers, click the **View/Hide Comments** link.

[Job Details](#) [Hiring Team](#) [Job Posting](#) [HR Use Only](#) [Screen - HR Only](#)
[Approvals](#) [Advertising](#)

UA Job Opening Stage 1

▶ **Job Opening: Approved** [View/Hide Comments](#) ←

Comments Text:

13. When you are finished viewing the job opening, log out of ZipLine.

NOTE: If you are a "reviewer", you will not be able to make any changes to the job opening.