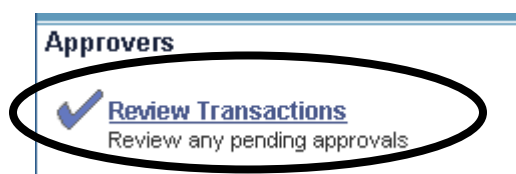


Recruiting Solutions – Approve a Job Offer

Approvers will be notified via email that a job offer 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 Offer

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."
3. Only the Job Offer number displays. To review the details, click on the **Approve/Deny** link.

Transactions:

Process ID:

Approval Transactions				Find	First	1 of 1	Last
Transaction Name:	Submitted By:	Submitted On Behalf of:	Submitted On:	Status:			
Job Offer Process ID	Barbara Funk		1/9/2012 - 4:11 PM	Pending	Approve/Deny		
Transaction Details							
HRS OFF ID	HRS PERSON ID			10			
3206	34755			69560			

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

Offer

Offer Details [Approvals](#)

Offer Details

Job Opening: 6996 Benefits Administrator
Business Unit:
Position Number:
Job Code:
Offer Date:
Hiring Manager:
Recruiter:
Letter: **Date Printed:**

***Status:**
Reason:
Created By: Barbara Funk

▶ Recommended Salary Range

Job Offer Components

*Component	*Offer Amount	Currency	Frequency
Base Salary	75000.000000	USD	Annual

Comments

REVISED OFFER - FIRST OFFER DENIED BY BECKY HOOVER DUE TO SALARY FIGURE

5. The approval path for the job opening is displayed. To view comments from previous approvers, click the **View/Hide Comments** link.
 - a. Enter any comments in the Comments box and then click **Approve** or **Deny**.

UA Job Offer Stage 1

6. The job offer details page displays. To verify the offer went to the next stage in the approval process, click the **Approvals** link. The status is updated from Pending to Approved.

UA Job Offer Stage 1

7. Logout of PeopleSoft.