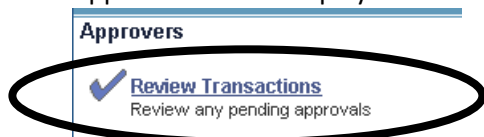


## Recruiting Solutions – Approve a Job Opening

*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**.

The screenshot shows the "Look Up Process ID" search interface. It includes a search by dropdown menu set to "Process ID" and a search field. Below the search field are buttons for "Look Up", "Cancel", and "Advanced Lookup". The search results section shows a table with columns for Process ID, Description, and Object owner identifier. The results include "JobOffer" and "JobOpening".

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 screenshot shows the "Approval Transactions" table. The table has columns for Job Opening Process ID, Name, Date, and Status. The first row shows "Job Opening Process ID", "Susan McKibben", "Herbert Matheny", "12/9/2011 - 2:34 PM", and "Pending". The "Approve/Deny" link is circled in black. Below the table, the "Transaction Details" section shows "HRS\_JOB\_OPENING" and "700303", which are also circled in black.

- 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

**Approved** ✓ Feagan, Kristina - HR-employem  
 Recruiter Group  
 12/9/2011 - 2:27 PM

**Admin Approved** ✓ Hutchison, Amber M  
 Budget/Controller Approv  
 12/9/2011 - 2:34 PM

**Admin Approved** ✓ Prewitt, Bonita  
 EEO/AA Approv  
 12/9/2011 - 2:34 PM

Reviewer 66 Palmer, David A  
 Reviewer

Reviewer 66 Grubb, Don E  
 Reviewer

**Pending** ⌚ Multiple Approvers  
 Dept Approv Lev 2

**Not Routed** ⌚ Multiple Approvers  
 Location Approv Lev 1

**Not Routed** ⌚ Multiple Approvers  
 Recruiter Group

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

**Approved** ✓ Feagan, Kristina - HR-employem  
 Recruiter Group  
 12/9/2011 - 2:27 PM

**Admin Approved** ✓ Hutchison, Amber M  
 Budget/Controller Approv  
 12/9/2011 - 2:34 PM

**Admin Approved** ✓ Prewitt, Bonita  
 EEO/AA Approv  
 12/9/2011 - 2:34 PM

Reviewer 66 Palmer, David A  
 Reviewer

Reviewer 66 Grubb, Don E  
 Reviewer

**Approved** ✓ Gregor, Joseph P  
 Dept Approv Lev 2  
 12/9/2011 - 3:14 PM

**Pending** ⌚ Multiple Approvers  
 Location Approv Lev 1

**Not Routed** ⌚ Multiple Approvers  
 Recruiter Group

**Comments**

- Logout of PeopleSoft.