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](http://www.uakron.edu).
2. Login with your UANetID and password. *If you do not know your ID and/or your password, contact the Support Desk at 330-972-6888.*
3. Click the Faculty/Staff tab.
4. The Approvers area is displayed in the middle of the page. Click **Review Transactions**.

   ![Review Transactions](image)
   
   **Review Transactions**
   Review any pending approvals.

**Review a Job Opening**

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

   ![Review Transactions](image)
   
   **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 selecting the hyperlink.

   ![Approval Status](image)
   
   **Approval Status**
   Pending my review

6. Click the **Look Up** button.
7. From the Search Results list that displays, select “JobOpening.”
8. Click the **Refresh** button.
9. The Job Openings display. To review the details, click on the **Job Opening** link.

<table>
<thead>
<tr>
<th>Select</th>
<th>Job Opening</th>
<th>Job ID</th>
<th>Status</th>
<th>Type</th>
<th>Recruiting Location</th>
<th>Target Openings</th>
<th>Available Openings</th>
<th>Total Applicants</th>
<th>Hot Job</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Research Assoc.</td>
<td>700210</td>
<td>Pending</td>
<td>Standard Requisition</td>
<td>Akron Campus</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>06/24/2015</td>
</tr>
<tr>
<td></td>
<td>Asst Teacher Summer CID</td>
<td>700190</td>
<td>Pending</td>
<td>Standard Requisition</td>
<td>Akron Campus</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>10/07/2015</td>
</tr>
<tr>
<td></td>
<td>Dr. Sport Events &amp; Projects</td>
<td>700188</td>
<td>Pending</td>
<td>Standard Requisition</td>
<td>Akron Campus</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>10/07/2015</td>
</tr>
<tr>
<td></td>
<td>Simulation Tech Specialist Jr</td>
<td>700167</td>
<td>Pending</td>
<td>Standard Requisition</td>
<td>Akron Campus</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>10/07/2015</td>
</tr>
<tr>
<td></td>
<td>Professor, ILCA</td>
<td>700180</td>
<td>Pending</td>
<td>Standard Requisition</td>
<td>Akron Campus</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>10/07/2015</td>
</tr>
</tbody>
</table>

10. The details of the job opening are displayed. Review the details.

   - Click the **Hiring Team** link to view the search committee, recruiting team, and interested parties.
   - Click the **Job Postings** 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 **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**.
   - Click the **Activity & Attachments** tab to view attachments that have been uploaded to the job opening.

11. To view the Approval status, click the **Approvals** link.
12. The approval path for the job opening is displayed.

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

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