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 button.

![Review Transactions]

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.

<table>
<thead>
<tr>
<th>Transaction Name: Job Opening</th>
<th>Submitted By:</th>
<th>Submitted On Behalf of:</th>
<th>Submitted On:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7002</td>
<td>Laura Espay</td>
<td>Barbara Funk</td>
<td>1/9/2012 - 10:21 AM</td>
<td>Approved</td>
</tr>
<tr>
<td>7003</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7004</td>
<td></td>
<td></td>
<td></td>
<td></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.
   - 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.
12. The approval path for the job opening is displayed. To view comments from approvers, click the View/Hide Comments link.

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.