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](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.

   ![Lookup tool](image)

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.
5. 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:** 703303  
- **Job Opening Status:** UAS Pending Approval  
- **Job Type:** Standard  
- **Job Title:** Master Carpenter Ctrl  
- **Job Code:** 949184  
- **Position Number:** 000004000 Master Carpenter Certified  
- **Business Unit:** STDEU STDEU

6. 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.

7. The approval path will be updated.

8. Logout of PeopleSoft.