

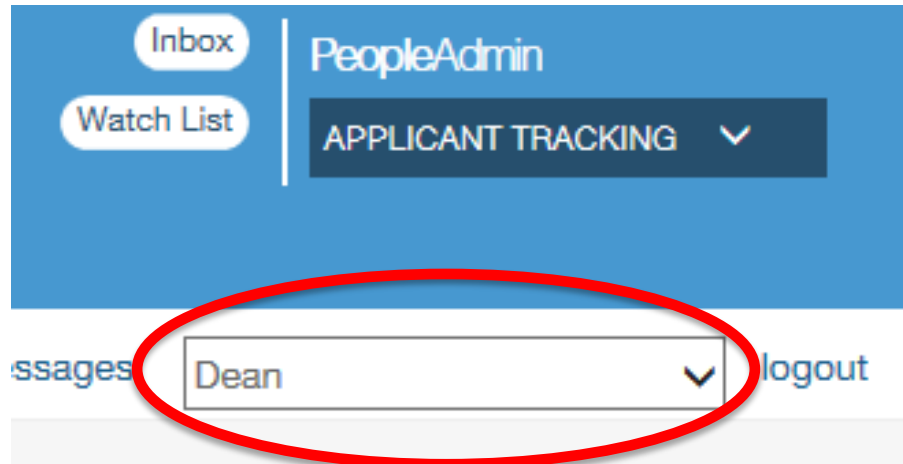


Quick Guide: Approve a Posting

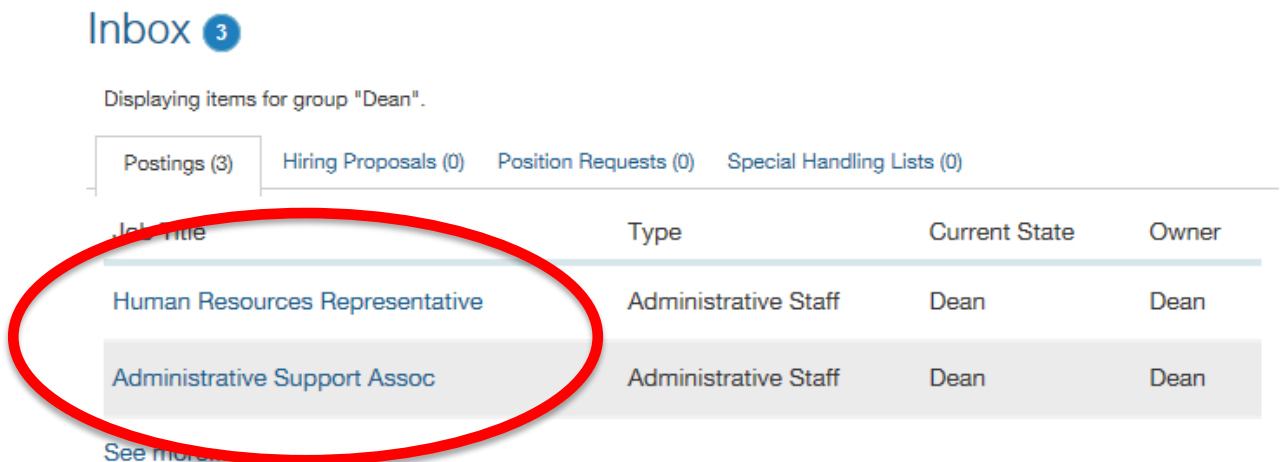
1. Log in to the PeopleAdmin site using your MySFA credentials.

2. The home screen will appear.

3. Be sure your user type is correct. If you are a Dean approver, then you will need to change your user type to "Dean."



4. Your Inbox shows any postings that require your attention. Notice your queue has a couple of postings that need your approval. Click on the Job Title to view the posting.



5. Review your posting. If you wish to approve, hover over the red action button that states "Take Action on Posting." You will have an option to submit to the next department or user type for approval.

Take Action On Posting ▼

★ See how Posting looks to Applicant

🖨️ Print Preview (Applicant View)

🖨️ Print Preview

5. The approval process is as follows:

1. Search Chair/Manager
2. Chair/Dept. Head
3. Dean (if applicable)
4. Budget Office
5. VP/Provost
6. President
7. University Marketing
8. Human Resources
9. Posted

6. Once you have submitted the posting, it will appear in your Watch List on the Home screen.

The Watch List allows you to view the status of a posting that you have created or received. Note the examples below. The “Current State” shows the status of the posting. The “State Owner” shows the department that needs to take action.

Watch List 18

| Postings (12) | Hiring Proposals (6) | Position Requests (0) | | |
|--------------------------------|----------------------|-----------------------|----------------------|---|
| Job Title | Type | Current State | State Owner | |
| President | Staff | Posted | Human Resources | ^ |
| Custodial Wkr I | Staff | Posted | Human Resources | |
| Administrative Support Assoc | Staff | Dean | Dean | |
| Human Resources Analyst Test 2 | Staff | University Marketing | University Marketing | |
| HR Specialist II | Staff | Posted | Human Resources | |
| Human Resources Analyst | Staff | Posted | Human Resources | |
| Human Resources Analyst II | Staff | Posted | Human Resources | |
| Human Resources Analyst III | Staff | Closed | Human Resources | |
| Networking Technician | Staff | Closed | Human Resources | |
| HR Specialist III | Staff | Posted | Human Resources | v |