Approve Position Authorization

**User Groups:** Approvers

**Purpose:** This process approves the Position Authorization

Click **JOBS** tab

Make sure your job view is set to ‘Jobs to Approve’. Change Job Status drop down menu – select ‘Recruitment Request Pending’

Click **GO**
Click on the posting column

Select Approvals to move to approval screen.

Select Review to review the Position Authorization Form
Scroll through form to review job details.
Close the Position Authorization view.

Click Approvals to return to approvals page.
If you would like to make notes in regards to this position/recruitment, type in the notes box and click on Add Note. All approvers will see these notes on the approver page.

View of typed notes:
Select ☑ Approve or ☛ Reject

Approve: results in ☑

Reject: returns a message to the Hiring Manager of the rejection (this is to be used sparingly and only when it will be a permanent rejection. If you have concerns, please call the individual to have a conversation. Once concern is no longer, move forward with ☑ Approve).

To verify that you have successfully approved the position, you will see a ☑ in the Approved column next to your name.

Automatically sends email to the next approver on the list notifying them to review and approve position.