Approve Position Authorization

**User Groups:** Approvers, Hiring Manager, Human Resources

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

Click **JOBS** tab

![Image of the Jobs page](image)

Job Status drop down menu – select ‘Recruitment Request Pending’

Click **GO**
Click on the posting column

Select View to review the Position Authorization Form

Scroll through form to review job details.
Close the Position Authorization view.
Select **Approvals** to move to approval screen.

Select ✔ **Approve** or ✗ **Reject**

Approve: results in ✔

Reject: returns a message to the Hiring Manager of the rejection (this 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).

Automatically sends email to the next approver on the list.