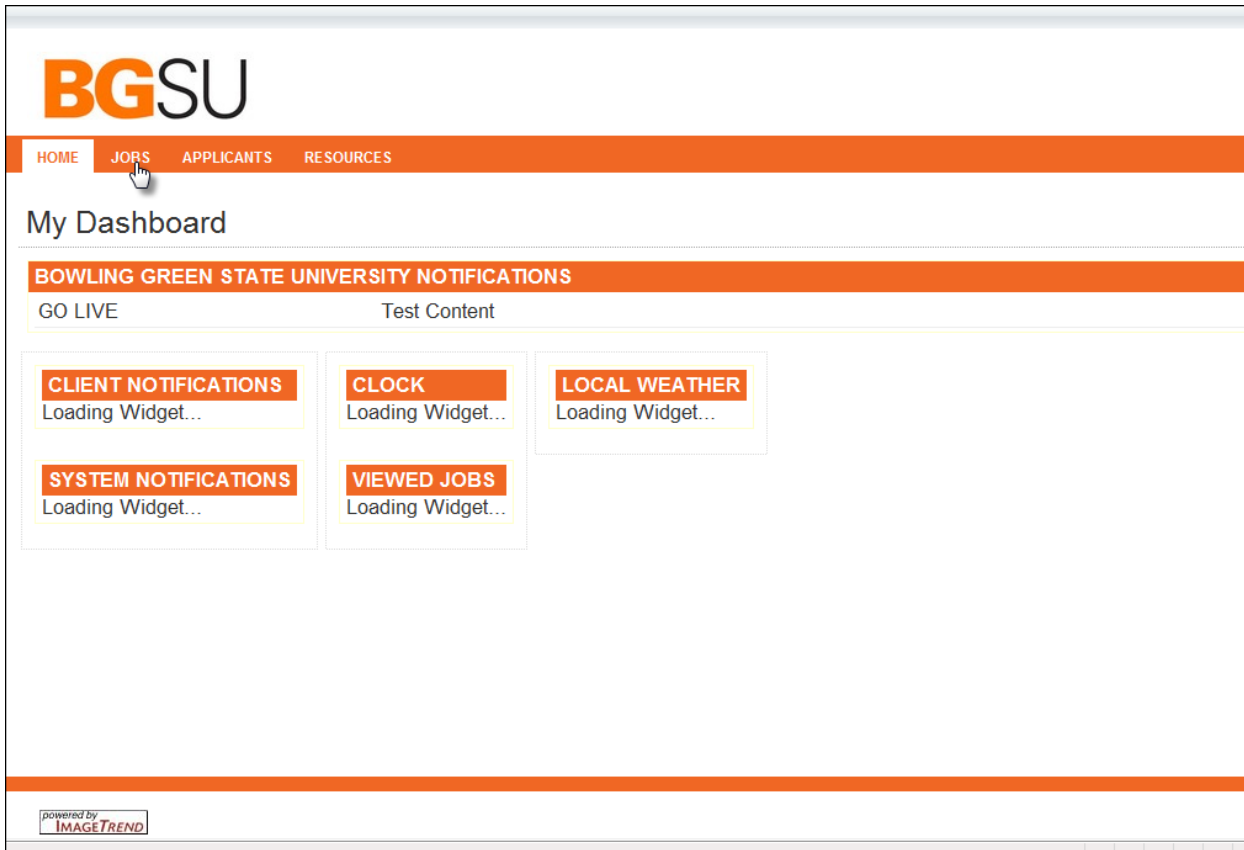


# Approve Position Authorization

User Groups: Approvers

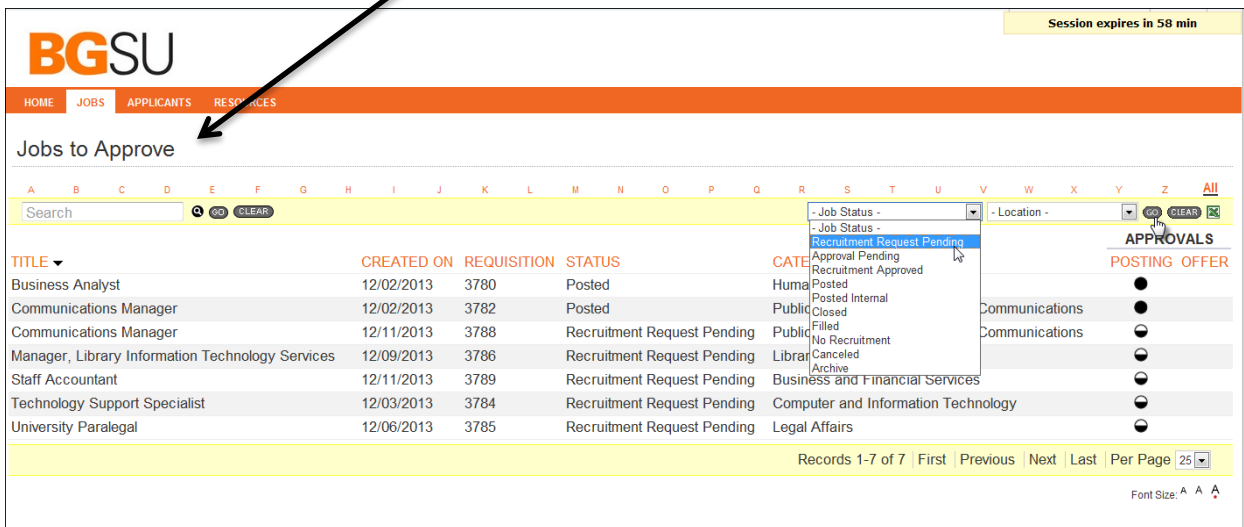
Purpose: This process approves the Position Authorization


Click **JOBS** tab

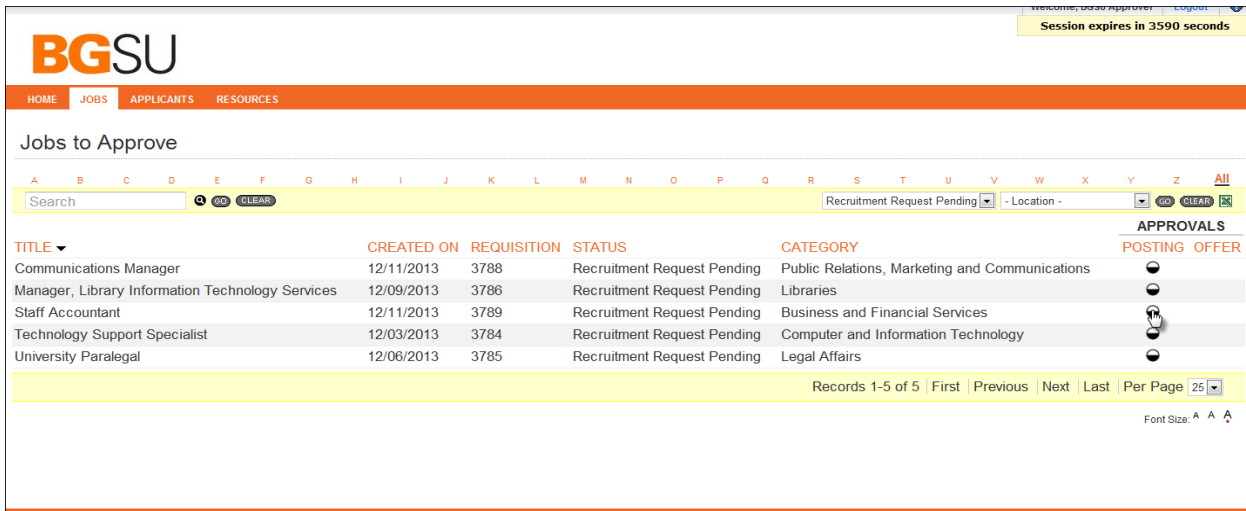


Make sure your job view is set to 'Jobs to Approve'. Change Job Status drop down menu – select 'Recruitment Request Pending'

Click **GO**



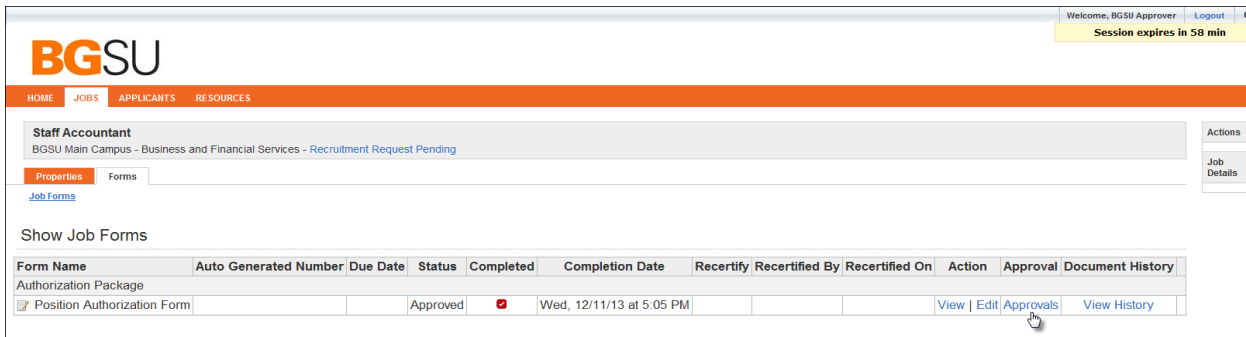
Click  in the posting column



The screenshot shows the BGSU Jobs to Approve page. At the top, there is a navigation bar with 'HOME', 'JOBS', 'APPLICANTS', and 'RESOURCES'. Below this is a search bar with a dropdown menu set to 'Recruitment Request Pending' and a 'Location' dropdown. A table lists job postings with columns for TITLE, CREATED ON, REQUISITION, STATUS, CATEGORY, and APPROVALS. The 'APPROVALS' column contains circular icons with a mouse cursor hovering over one. At the bottom right, there is a 'Font Size' control.


TITLE	CREATED ON	REQUISITION	STATUS	CATEGORY	APPROVALS
Communications Manager	12/11/2013	3788	Recruitment Request Pending	Public Relations, Marketing and Communications	
Manager, Library Information Technology Services	12/09/2013	3786	Recruitment Request Pending	Libraries	
Staff Accountant	12/11/2013	3789	Recruitment Request Pending	Business and Financial Services	
Technology Support Specialist	12/03/2013	3784	Recruitment Request Pending	Computer and Information Technology	
University Paralegal	12/06/2013	3785	Recruitment Request Pending	Legal Affairs	

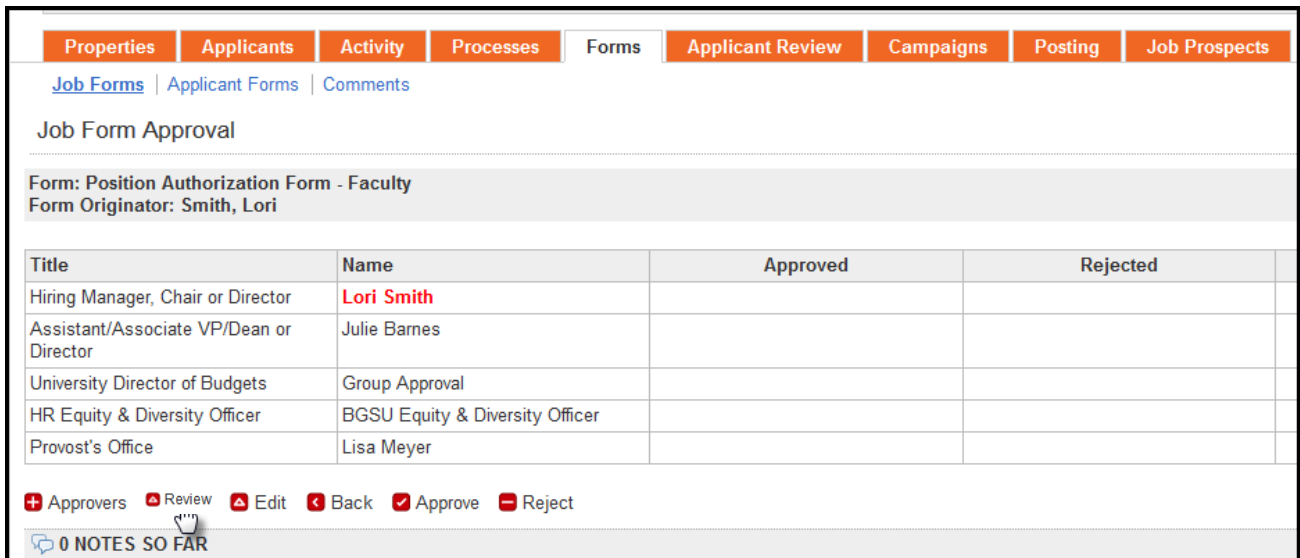
Select **Approvals** to move to approval screen.



The screenshot shows the BGSU Job Forms page for a 'Staff Accountant' position. It features a table with columns for Form Name, Auto Generated Number, Due Date, Status, Completed, Completion Date, Recertify, Recertified By, Recertified On, Action, Approval, and Document History. A mouse cursor is hovering over the 'Approvals' link in the 'Action' column of the 'Position Authorization Form' row.

Form Name	Auto Generated Number	Due Date	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History
Authorization Package											
<input checked="" type="checkbox"/> Position Authorization Form			Approved		Wed, 12/11/13 at 5:05 PM				View   Edit   Approvals		View History

Select  **Review** to review the Position Authorization Form



The screenshot shows the BGSU Job Form Approval page for a 'Position Authorization Form - Faculty'. It includes a table with columns for Title, Name, Approved, and Rejected. Below the table are action buttons: Approvers, Review, Edit, Back, Approve, and Reject. A mouse cursor is hovering over the 'Review' button.

Title	Name	Approved	Rejected
Hiring Manager, Chair or Director	Lori Smith		
Assistant/Associate VP/Dean or Director	Julie Barnes		
University Director of Budgets	Group Approval		
HR Equity & Diversity Officer	BGSU Equity & Diversity Officer		
Provost's Office	Lisa Meyer		

Approvers 
  Review 
  Edit 
  Back 
  Approve 
  Reject

0 NOTES SO FAR

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

**Position Authorization Form** (Step 1 of 3)

Position Authorization

Title: Staff Accountant  
 Work Location: BGSU Main Campus  
 Department: Controller's Office  
 Classification: Staff - Salaried  
 Desired Start Date:  
 Salary Type: Salary  
 Hiring Manager: Hiring Manager, BGSU  
 Committee Chair: Committee Chair, BGSU  
 AA Group: Staff - Salaried  
 Department Support: BGSU Dept Support  
 Pay Grade: 363  
 Opportunity Type: Full Time  
 Job Type: Permanent  
 Minimum Required Degree: Bachelors  
 Committee Members: BGSU Committee, Lori Smith  
 Requisition: 3789  
 Supervisor: Sheri Stoll  
 Contact Person: Sheri Stoll  
 Contact Phone Number: 372-0000

**Search/Interview Committee Diversity**  
 Please indicate the diversity of the members selected to the Search Committee.

Committee Diversity Statistics	Number of Males	Number of Females	White, not Hispanic	Black, not Hispanic	Hispanic/Latino Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native
	2	1	2	1	0	0	0

**FMS Account Information**  
 Complete for billing of advertising & background check expenses

FMS Requestor: Sheri Stoll

Click **Approvals** to return to approvals page

**Z\* Test Assistant Professor**  
 BGSU Main Campus - Faculty - [Approval Pending](#)

Properties Applicants Activity Processes Forms Applicant Review Campaigns P

[Job Forms](#) | [Applicant Forms](#) | [Comments](#)

View Form

Edit  Approvals  Download

Approvals

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

Job Form Approval

Form: Position Authorization Form - Faculty  
Form Originator: Smith, Lori

Title	Name	
Hiring Manager, Chair or Director	Lori Smith	
Assistant/Associate VP/Dean or Director	Julie Barnes	
University Director of Budgets	Group Approval	
HR Equity & Diversity Officer	BGSU Equity & Diversity Officer	
Provost's Office	Lisa Meyer	

+ Approvers View Edit Back Approve Reject

0 NOTES SO FAR

Lori Smith said...

+ Add Note

View of typed notes:

Job Form Approval

Form: Position Authorization Form - Faculty  
Form Originator: Smith, Lori

Title	Name	Approved
Hiring Manager, Chair or Director	Lori Smith	
Assistant/Associate VP/Dean or Director	Julie Barnes	
University Director of Budgets	Group Approval	
HR Equity & Diversity Officer	BGSU Equity & Diversity Officer	
Provost's Office	Lisa Meyer	

+ Approvers View Edit Back Approve Reject

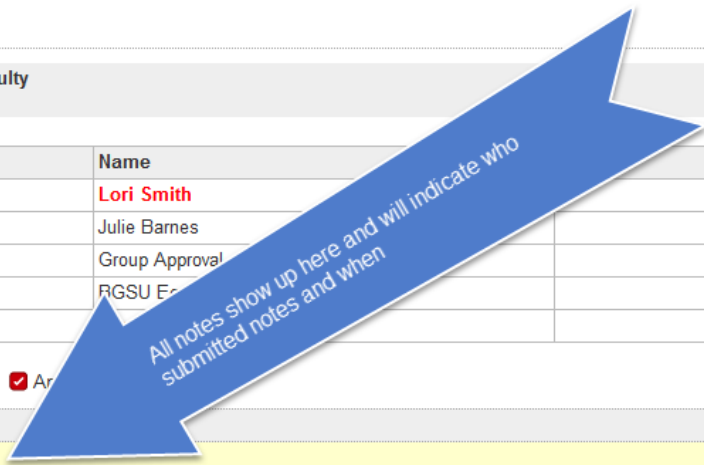
1 NOTE SO FAR



Wed 11/2/16 | Lori Smith said...


Typed notes in this box for all Approvers to see. For example - This position should not be hired prior to January 1, 2017. Please use position number 00001111


Lori Smith said...

+ Add Note




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).


Job Form Approval


Form: Position Authorization Form - Faculty  
Form Originator: Smith, Lori

Title	Name	Approved	Rejected	Date
Hiring Manager, Chair or Director	Lori Smith			03:29:15 PM Wed 11/2/16
Assistant/Associate VPI/Dean or Director.2	<b>Lori Smith</b>			
Assistant/Associate VPI/Dean or Director	Julie Barnes			
University Director of Budgets	Group Approval			
HR Equity & Diversity Officer	BGSU Equity & Diversity Officer			
Provost's Office	Lisa Meyer			

 Approvers  View  Edit  Back  Approve  Reject


 1 NOTE SO FAR







 Wed 11/2/16 | Lori Smith said...


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


Job Form Approval

Form: Position Authorization Form - Faculty  
Form Originator: Smith, Lori

Title	Name	Approved	Rejected	Date
Hiring Manager, Chair or Director	Lori Smith			03:29:15 PM Wed 11/2/16
Assistant/Associate VPI/Dean or Director.2	<b>Lori Smith</b>			
Assistant/Associate VPI/Dean or Director	Julie Barnes			
University Director of Budgets	Group Approval			
HR Equity & Diversity Officer	BGSU Equity & Diversity Officer			
Provost's Office	Lisa Meyer			

 Approvers  View  Edit  Back  Approve  Reject

 1 NOTE SO FAR

 Wed 11/2/16 | Lori Smith said...

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