Approve Position Authorization - OED

**User Groups:** OED approvers  
**Purpose:** This process approves the Position Authorization

Click **Jobs** tab

Job Status drop down menu – select ‘Recruitment Request Pending’  
Click **Go**
Click ☑️ in the posting column

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

Scroll through form to review job details. If OED would like to see a change in the search committee or posting resources, please contact the hiring department to discuss the issues. Ask the Department Support or Hiring Manager to make the necessary changes.
Close the Position Authorization view.

Select Approvals to move to approval screen.

Select Approvers
Select your name from the drop down menu

Click **Save**

Click **Approvals**
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.