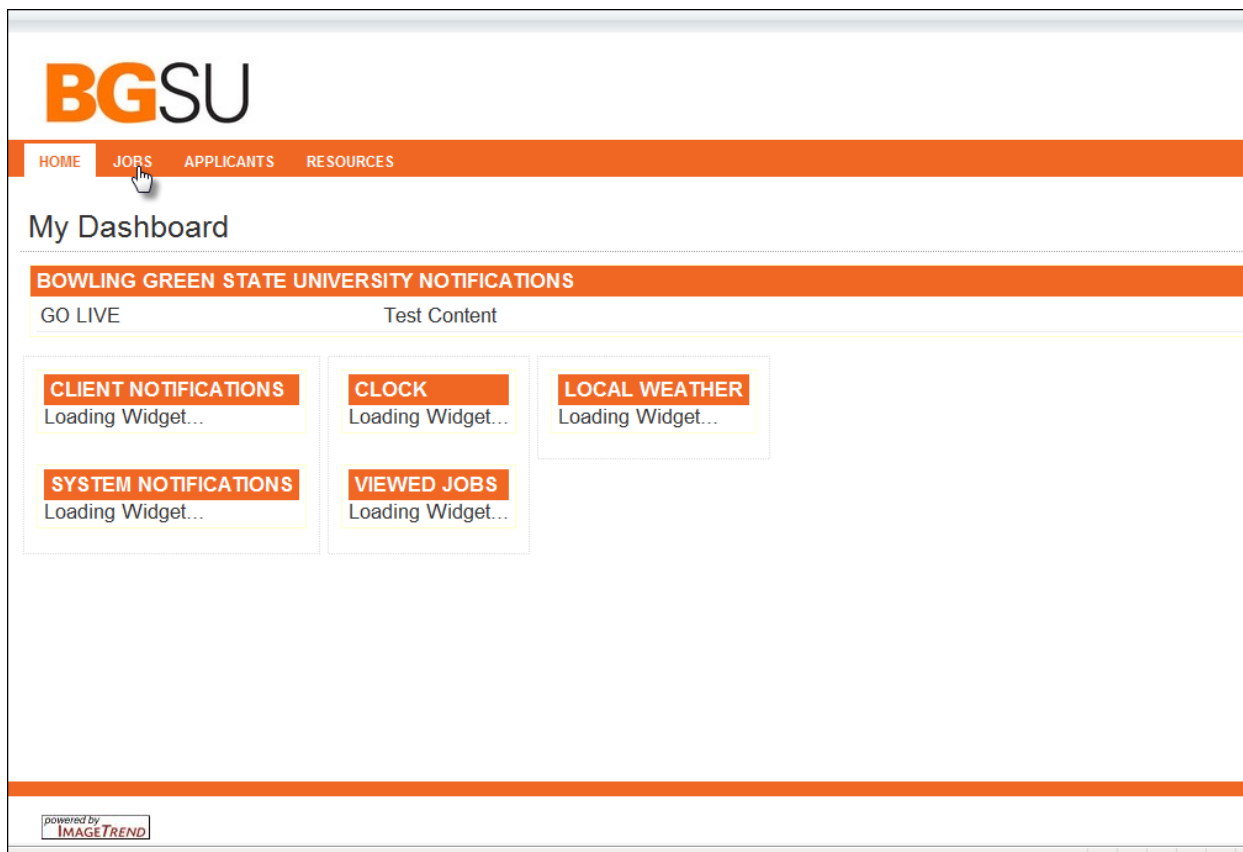


Approve Position Authorization

User Groups: Approvers, Hiring Manager, Human Resources

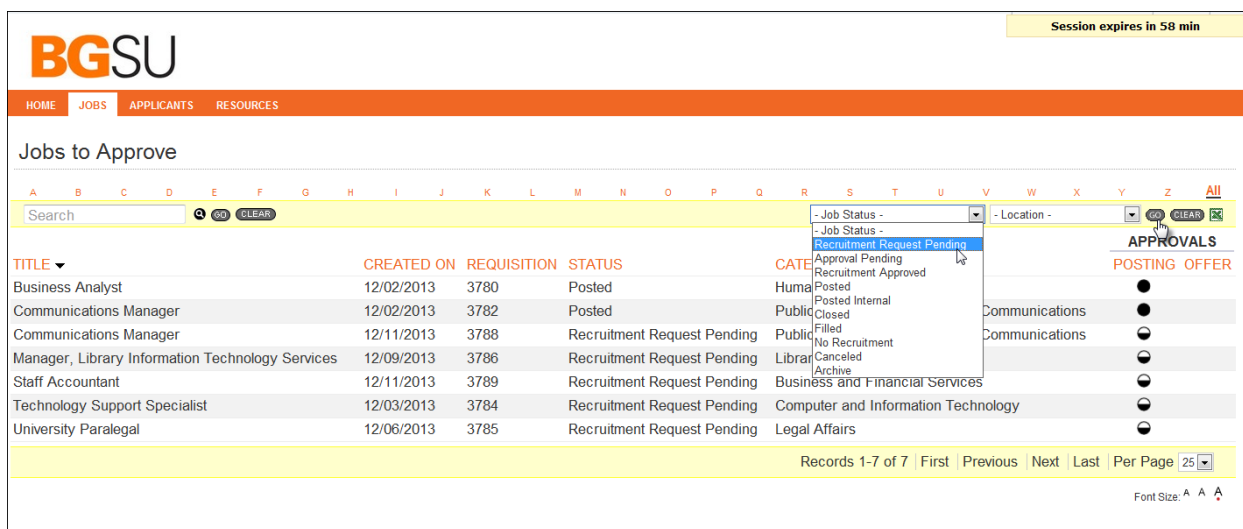
Purpose: This process approves the Position Authorization


Click **JOBS** tab

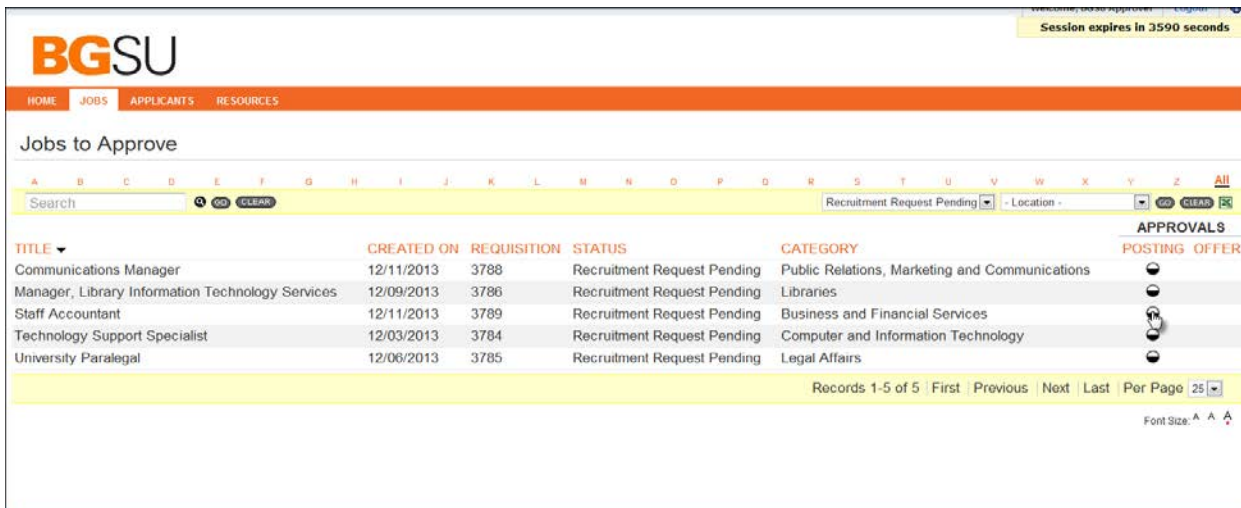


Job Status drop down menu – select ‘Recruitment Request Pending’

Click **GO**



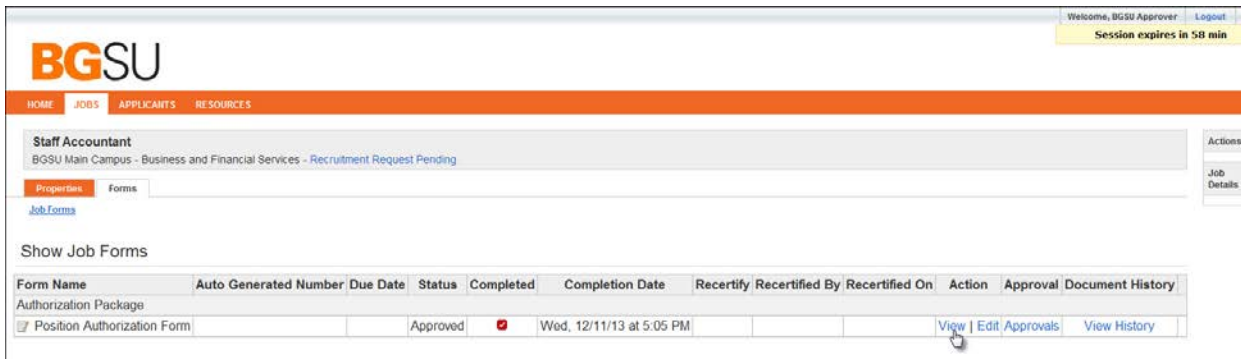
Click  in the posting column



The screenshot shows the 'Jobs to Approve' page on the BGSU website. At the top right, it says 'Session expires in 3590 seconds'. The navigation bar includes 'HOME', 'JOBS', 'APPLICANTS', and 'RESOURCES'. Below the navigation is a search bar and a filter for 'Recruitment Request Pending'. The main content is a table with columns: TITLE, CREATED ON, REQUISITION, STATUS, CATEGORY, and APPROVALS. The 'APPROVALS' column contains eye icons. Below the table are pagination controls showing 'Records 1-5 of 5' and 'Per Page 25'. A font size selector is at the bottom right.

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	

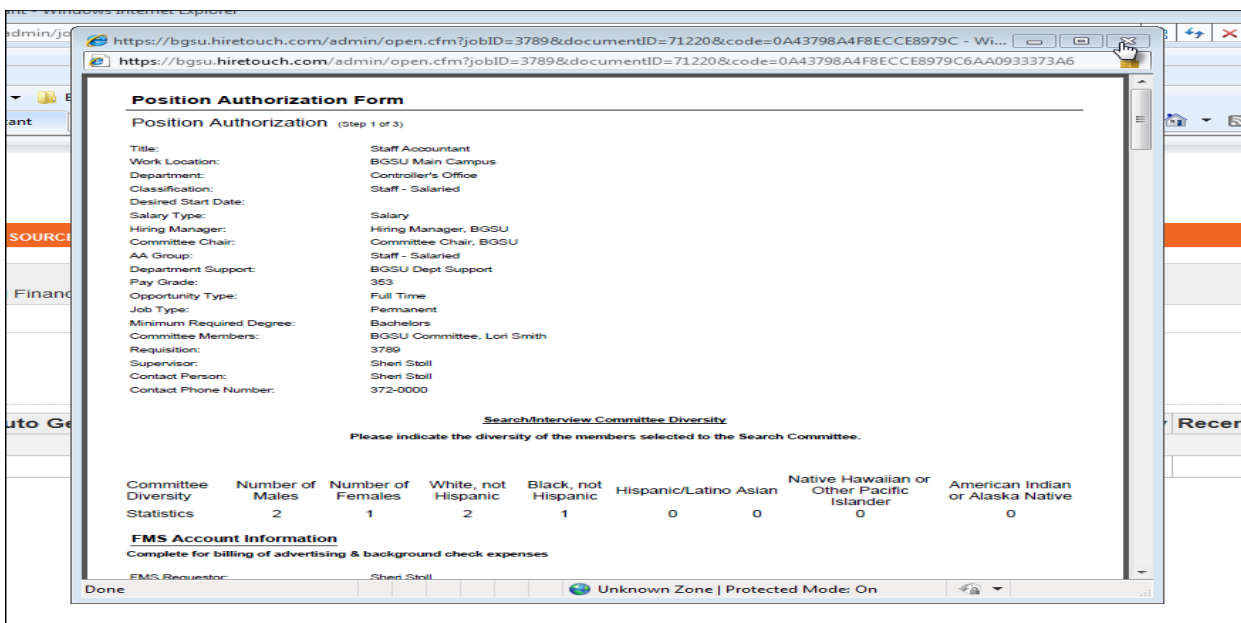
Select **View** to review the Position Authorization Form



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

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	<input checked="" type="checkbox"/>	Wed, 12/11/13 at 5:05 PM				View Edit / Approvals View History		

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



The screenshot shows the 'Position Authorization Form' in a browser window. The form contains the following details:

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

Below the form details is a section for 'Search/Interview Committee Diversity' with a table:

Committee Diversity	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
Statistics	2	1	2	1	0	0	0	0

At the bottom, there is 'FMS Account Information' with 'FMS Requisition: Sheri Stoll'.

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

Staff Accountant
BGSU Main Campus - Business and Financial Services - Recruitment Request Pending

Properties Forms

Job Forms

Show Job Forms

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	<input checked="" type="checkbox"/>	Wed, 12/11/13 at 5:05 PM				View Edit/Approvals		View History

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).

Staff Accountant
BGSU Main Campus - Business and Financial Services - Recruitment Request Pending

Properties Applicants Activity Processes Forms

Job Forms | Applicant Forms | Comments

Job Form Approval

Form: Position Authorization Form
Form Originator: Dept Support, BGSU

Title	Name	Approved	Rejected	Date
Hiring Manager	BGSU Hiring Manager			
Dean/Associate/Assistant Vice President	BGSU Approver			
Provost/Vice President/President	BGSU Approver			
Director of Budgets	BGSU Approver			
OED	BGSU OED			
HR Admin	BGSU HR Admin			

Approvers View Back Approve Reject

Staff Accountant
BGSU Main Campus - Business and Financial Services - Recruitment Request Pending

Properties Applicants Activity Processes Forms

Job Forms | Applicant Forms | Comments

Job Form Approval

Form: Position Authorization Form
Form Originator: Dept Support, BGSU

Title	Name	Approved	Rejected	Date
Hiring Manager	BGSU Hiring Manager	<input checked="" type="checkbox"/>		08:42:57 AM Thu 12/12/13
Dean/Associate/Assistant Vice President	BGSU Approver			
Provost/Vice President/President	BGSU Approver			
Director of Budgets	BGSU Approver			
OED	BGSU OED			
HR Admin	BGSU HR Admin			

Approvers View Back

Automatically sends email to the next approver on the list.