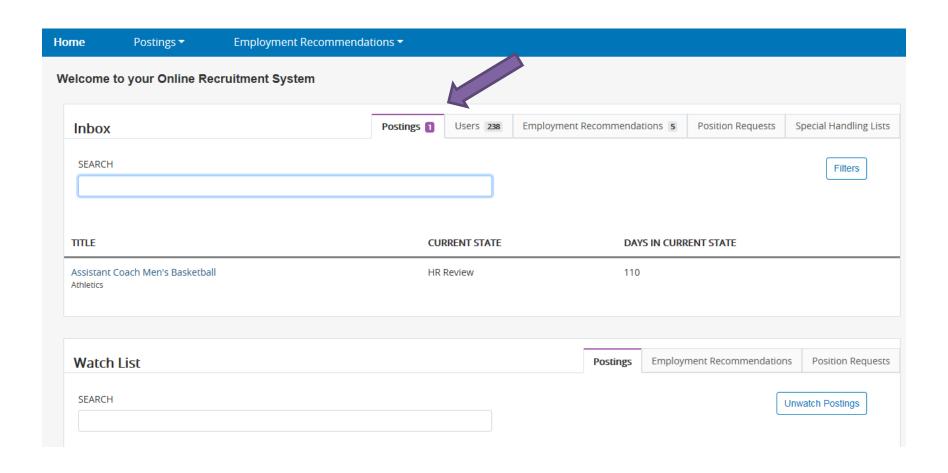
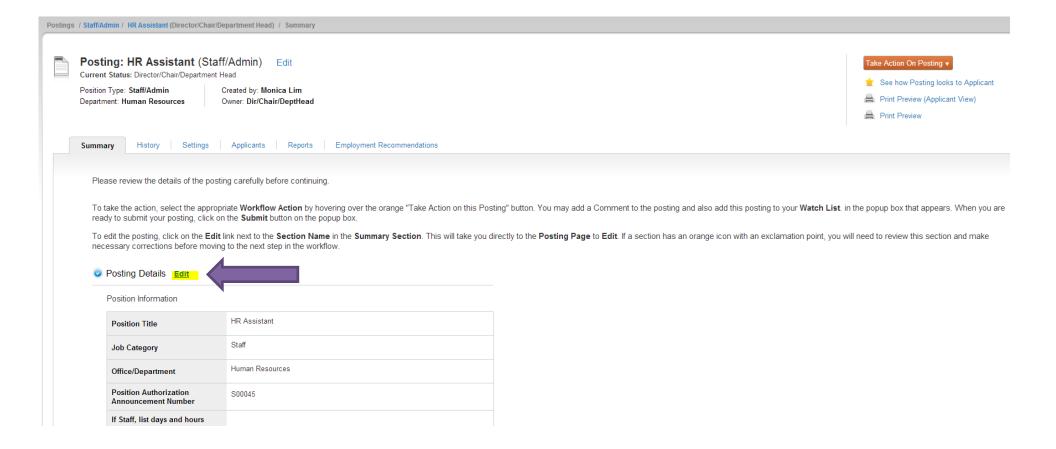
Quick Steps on How to Approve a Position

Step 1: Log in to your home page and you will find the position that needs your approval in your **Inbox** and click on the position title.



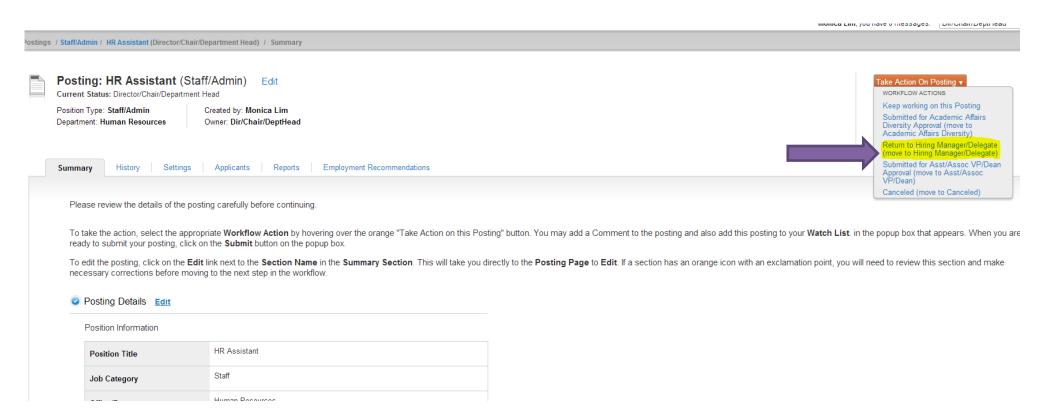
Step 2: Review the position

-If using you would like to make an edit. Click Edit next to Posting Details

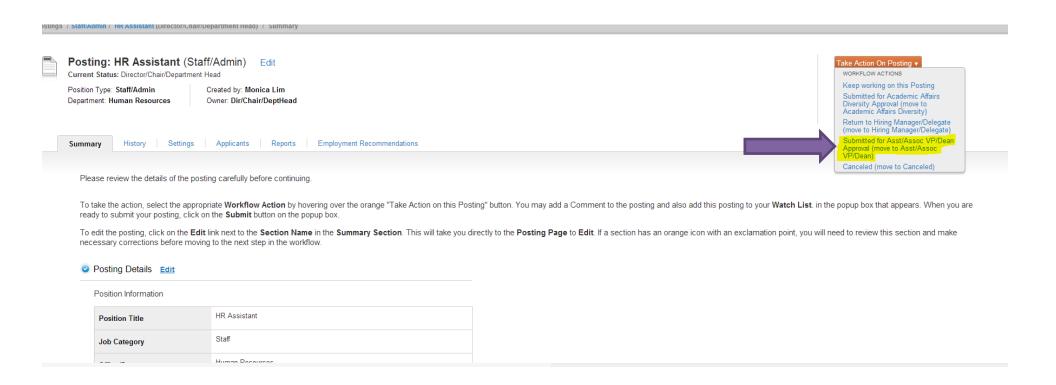


-If using you would like to return the position back to the hiring manager

*Toggle over Take Action on Posting and click Return to Hiring Manager



-If using you would like to approve the position and move it forward. Click on the next workflow step.



Step 3: If you do not know what the next workflow step is, please go to the home page and click **Approval Workflow** under **Useful Links**. A new window or tab will open to the posting workflow for all academic and non-academic positions.

Posting Workflow

| All Academic Positions | Non-Academic Staff/Admin |
|-------------------------|--------------------------|
| Hiring Manager/Delegate | Hiring Manager/Delegate |
| Director/Chair/DeptHd | Director/Chair/DeptHd |
| Acad Affair Diversity | Asst/Asso VP/Dean |
| Asst/Asso VP/Dean | HR Compensation |
| AA Compensation | VP |
| HR Compensation | HR |
| VP | |
| HR | |