Quick Reference Guide: Approving a Posting

**Instructions:** Use the following steps to approve a posting that has been sent for review. Approvals for postings will vary by department/unit, and by the position type within the posting.

1. Click the Postings tab in the Inbox.
2. Select the Posting you would like to review.

**Note:** If you are not seeing the posting you would like to review, make sure you are targeting/toggling the correct user group.

3. Review the posting forms and fields. To make edits, click the EDIT button at the top of the page or in the header of the respective posting section. All changes will be logged in the history tab.

4. Hover over Take Action On Posting and select the appropriate workflow action.

**Note:** In order for the posting request to be finalized, it must be approved by UHR. After approval, UHR will route posting to Posting Admin to review and authorize. “Send to” means you have approved the Posting. “Return to” means the posting is not approved and needs revising. Be sure to note in the comments box an explanation for your action.

You should see a green bar appear at the top of the page. A green bar means the Posting has successfully been routed for review. The current status will also change to indicate the user group that will take the next action on the posting. If you see a red bar the action you were trying to take was unsuccessful, go back and review the noted sections.