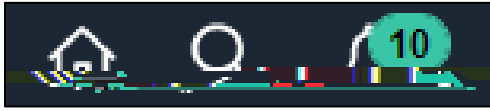
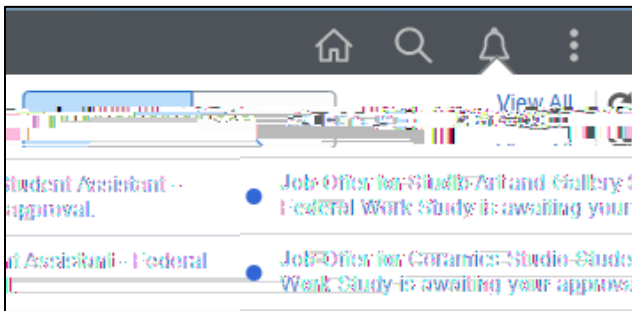


## How to Approve Job Offer

1. Log into OneUSG (Employee Self Service)
2. There should be a notification in the bell on the top right hand corner.



3. Click on the flag and the notification link for the job offer you would like to approve. This will take you to the approval page for the job offer.



4. Review offer details and then approve, deny, or pushback job offer.



### **Accessibility Statement**

If you need this form in an additional format, reach out to Michael McLeod - 706.864.1440