How to Review/Approve Job Opening

- 1. Log into OneUSG (Employee Self Service)
- 2. There shold be a notification in the belon the top right hand corner.
- 3. Click on the bell and the notification link for the job opening you would like to approve. This will take you to the approval page for the job opening.

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6. Click on Job Posting.

Manage Job Opening.	
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7. Click on the job posting title review job summary, duties, any lalifications

Job Protinge ?	 	
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8. Click on Activity & Attachments tab toview budget information



9. After reviewing the detailand job posting, o] I I } v š Z ^ š] o • _ š v š Z v ^ % Click Approvelf you have questions regarding any of the information, please reach out to <u>hremployment@ung.edu</u> before approving.

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Required Attachments Hiring Team Approvals	Job Details Questionnaire Job Posting
	Job Approvals
	JOB Opening Approval Chain
	Easter Constraining
Skipped Skipped Pending	- Skipped Skipped
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