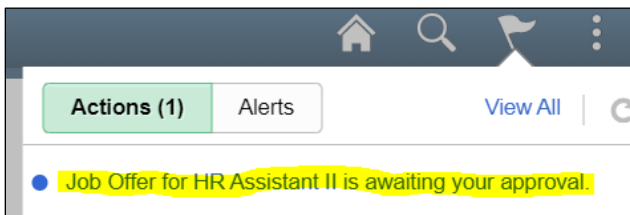


How to Approve Job Offer

1. Log into OneUSG (Employee Self Service)
2. There should be a notification in the flag 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.

| | | Approve | Deny | Pushback |
|--------------------------------|-----------------------------------|-----------------|-------------------------------------|----------|
| Job Offer Information | | | | |
| Applicant | Test Applicant1 | Applicant ID | 165732 | |
| Job Posting Title | HR Assistant II | Job Opening ID | 220159 | |
| Offer Date | 10/15/2020 | Start Date | 11/16/2020 | |
| Offer Expiration Date | 11/09/2020 | Hiring Manager | Crystal Matthews | |
| Recruiter | Morgan Stovall | | | |
| Additional Information | | | | |
| Job Type | Standard Requisition | Job Code | HR Assistant II - 510X50 | |
| Job Family | | Position Number | HR Assistant II - 10042873 | |
| Company | University of North Georgia - 530 | Business Unit | University of North Georgia - 53000 | |
| Job Offer Component | | | | |
| Component | Frequency | Offer Amount | Payment Mode | |
| Base Pay | Hourly | 16.50 USD | Cash | |
| View Job Offer | | | | |
| Approver Comments | | | | |

Accessibility Statement

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