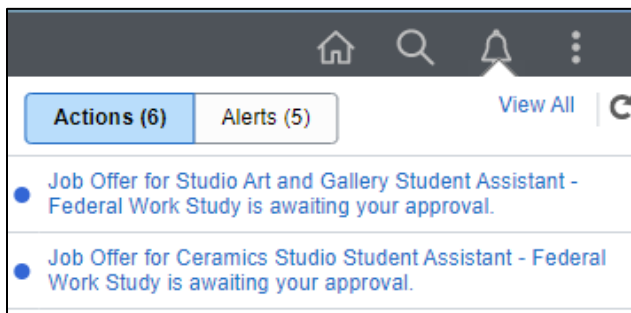


How to Approve Job Offer

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.

[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