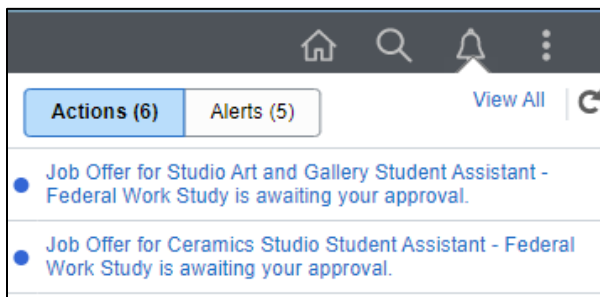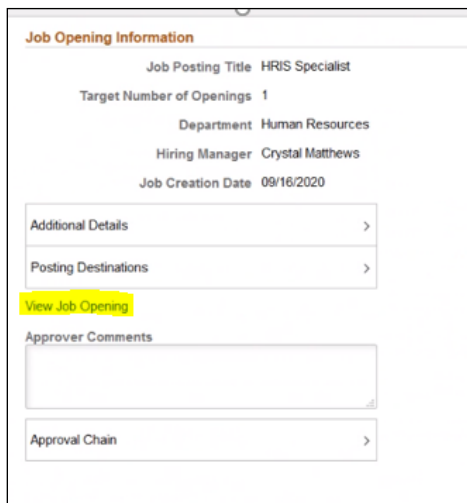# How to Review/Approve Job Opening

1. Log into OneUSG (Employee Self Service)

2. There should be a notification in the bell on the top right hand corner.
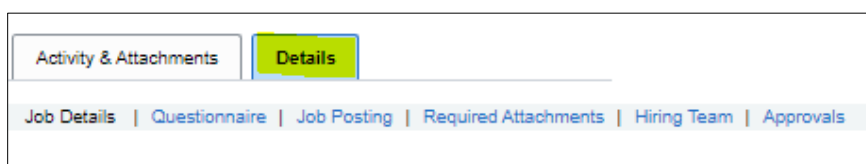

3. Click on the bell and the notification link for the job opening you would like to approve. This will take you to the approval page for the job opening.

4. Click on "View Job Opening" on bottom left.

5. Scroll through and review the position information that comes up on the Details tab (to include: department number, campus location, salary information).

6. Click on Job Posting.

Manage Job Opening

Save | 🏠 Recruiting Home | 💬 Search Job Openings | 🔍 Create New | 🗐 Clone | 💬 Add Note | 🖨 Print Job Opening

Job Opening ID 220132
Job Posting Title HRIS Specialist
Job Code 647X02 (HRIS Specialist)
Position Number 10044597 (HRIS Specialist)

Status 006 Pending Approval
Business Unit 53000 (University of North Georgia)
Department 4011000 (Human Resources)

Activity & Attachments | Details

Job Details | Questionnaire | Job Posting | Required Attachments | Hiring Team | Approvals

7. Click on the job posting title to review job summary, duties, and qualifications.

Job Postings ⑦

Postings	Primary Posting Title	
HRIS Specialist	☑	🗑

8. Click on Activity & Attachments tab to review budget information.

Notes

Subject
Budget Amount $49,000

9. After reviewing the details and job posting, click back on the "Details" tab and then "Approvals". Click Approve. *If you have questions regarding any of the information, please reach out to* hremployment@ung.edu *before approving.*

Activity & Attachments	Details

Job Details | Questionnaire | Job Posting | Required Attachments | Hiring Team | Approvals

Job Approvals

JOB Opening Approval Chain

▼ **Job Opening:** Pending

JOB Opening Approval Chain

Skipped	Skipped	Skipped	Skipped	Pending
No approvers found Approver 1	No approvers found Approver 2	No approvers found Approver 3	No approvers found Approver 4	Multiple Approvers HR Processor

▶ **Comments**

Approve	Deny