

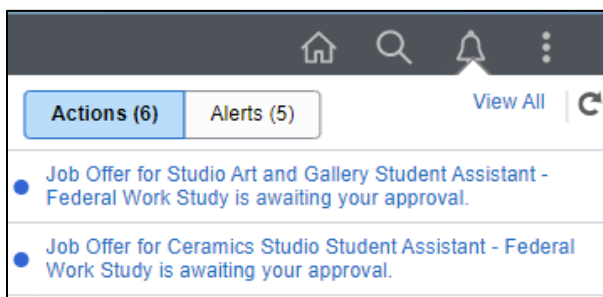
If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact Michael McLeod at michael.mcleod@ung.edu or 678-717-2232

How to Review/Approve Job Opening

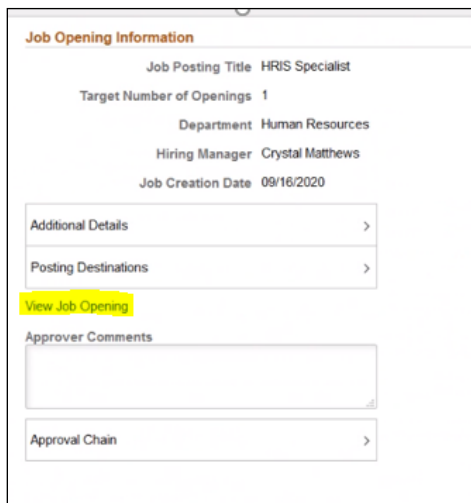
1. Log into OneUSG (Employee Self Service)
2. There should be a notification in the bell on the top right hand corner.



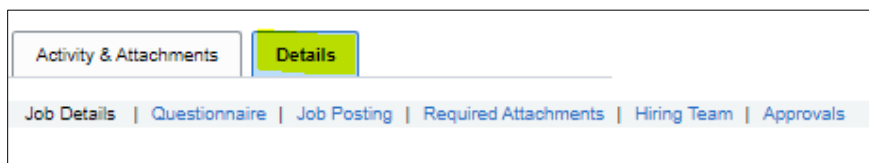
3. Click on the bell and the notification link for the job opening you would like to approve. This will take you to the approval page for the job opening.



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.

Postings	Primary Posting Title		
HRIS Specialist	<input checked="" type="checkbox"/>		

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 hremloyment@unq.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 No approvers found Approver 1 → Skipped No approvers found Approver 2 → Skipped No approvers found Approver 3 → Skipped No approvers found Approver 4 → Pending Multiple Approvers HR Processor

Comments

Approve | Deny