

Use this task to approve a job opening.

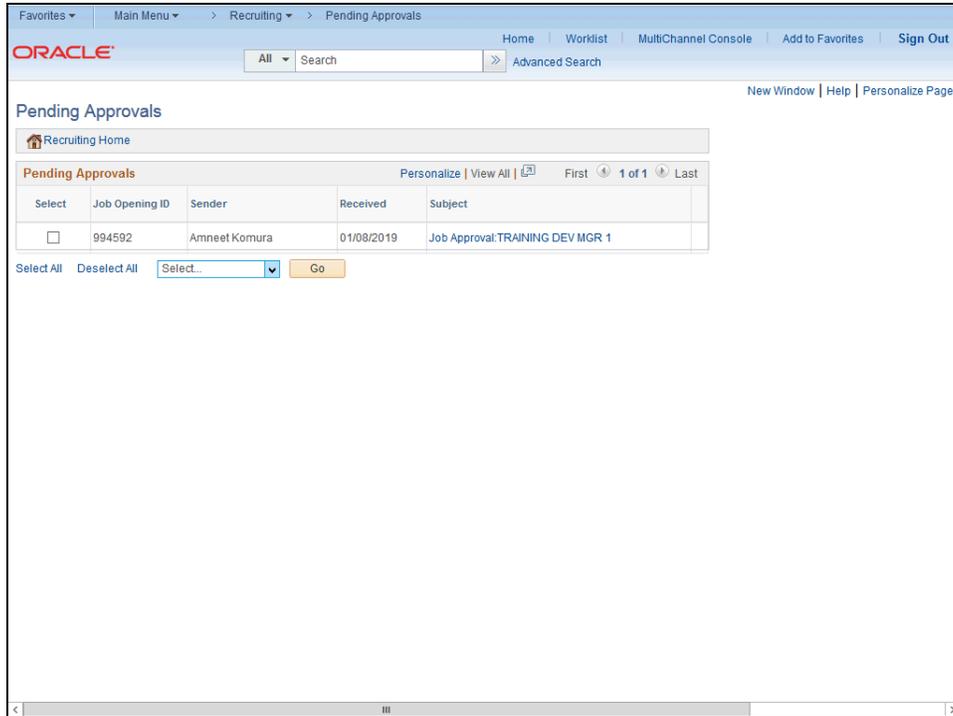
After a job opening is created, saved and submitted, approval is required. Job openings that require approval are routed via AWE to the first approver in the chain of approvals.

As an approver, you have the option to:

- **Approve** the job opening. It is then routed to the next approver. If all approvals are complete, it sets the job opening status to Open.
- **Deny** the job opening. It sets the job opening status to Closed and sends notification to the hiring manager.
- **Push back** the job opening. It sends notification to the previous approvers that the job offer has been pushed back and it requires updates/changes. The first approver cannot push back the job offer.

**Navigation:** PeopleSoft Menu > Recruiting > **Pending Approvals**

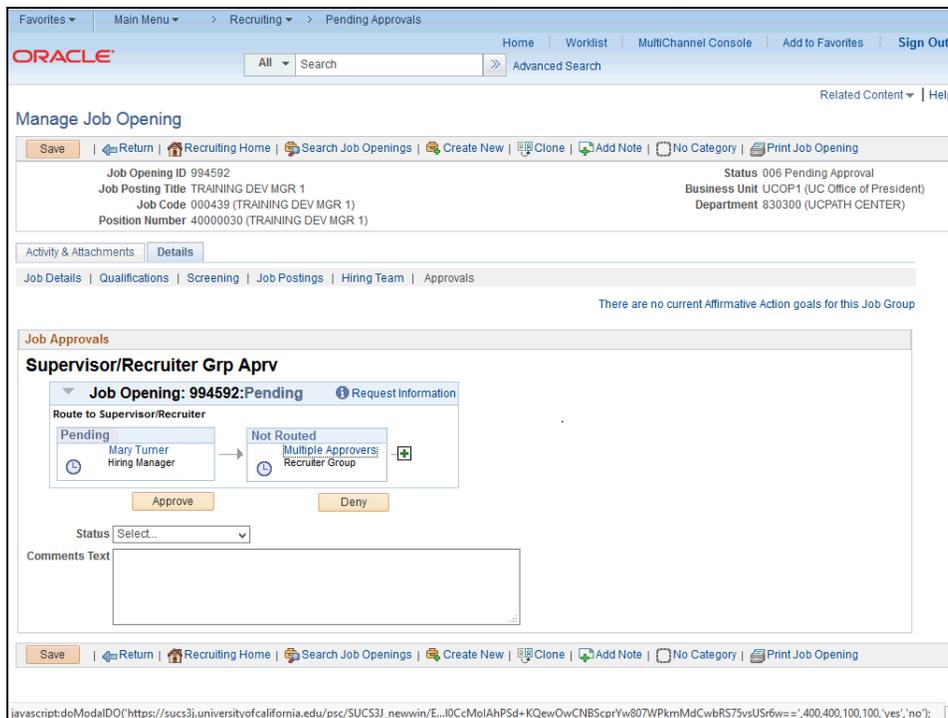
Step	Action
1.	<p>At UC, locations can select the process to follow for approvals.</p> <p><b>Process 1:</b> Use standard AWE (Approval Workflow Engine) processing, which routes the job opening for approvals to the roles identified in the job opening, starting with the hiring manager. No set up is required.</p> <p><b>Process 2:</b> Use a custom approval process that routes the job opening for approvals to individuals that have been set up and identified in approval levels, for example, Approver 1, Approver 2 and Approver 3. This process requires set up of a custom table identifying the approval levels first prior to initiating the <b>Pending Approvals</b> task.</p> <p>For this example, the approval process uses standard AWE and is routed to the hiring manager first in the approval chain.</p>



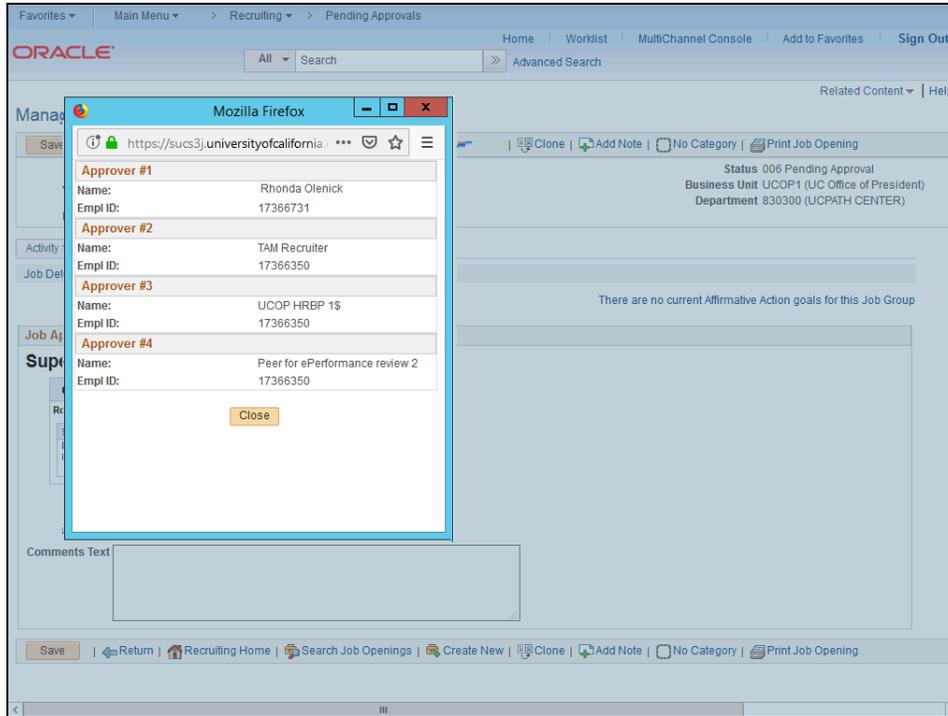
Step	Action
2.	Use the <b>Pending Approvals</b> page to review and take action on job openings that require your approval.
3.	You can approve or deny job openings directly from the <b>Pending Approvals</b> page by marking the <b>Select</b> check box for the job opening(s) you want to approve or deny and then selecting the action from the <b>Select</b> drop down list and clicking the <b>Go</b> button.
4.	You can also perform the approval action from the <b>Approvals</b> tab on the <b>Job Opening</b> page. This allows you to review the job opening details first prior to taking action on the job opening.
5.	Access the job opening.  Click the <b>Job Approval:TRAINING DEV MGR 1</b> link. <a href="#">Job Approval:TRAINING DEV MGR 1</a>

The screenshot shows the Oracle UCPath interface for managing a job opening. The breadcrumb trail is 'Recruiting > Pending Approvals'. The page title is 'Manage Job Opening'. Key information includes Job Opening ID 994592, Job Posting Title 'TRAINING DEV MGR 1', Job Code '000439 (TRAINING DEV MGR 1)', and Position Number '40000030 (TRAINING DEV MGR 1)'. The status is '006 Pending Approval' for Business Unit 'UCOP1 (UC Office of President)' and Department '830300 (UCPATH CENTER)'. The 'Opening Information' section shows a 'Standard Requisition' type, created on 01/08/2019, with 1 target and 1 available opening. The establishment is 'UCOP' (UC Office of the President), business unit is 'UCOP1', and company is 'UCS' (University of California). The employee classification is 'Staff, Career' and the department is '830300 (UCPATH CENTER)'. There are no current Affirmative Action goals for this job group.

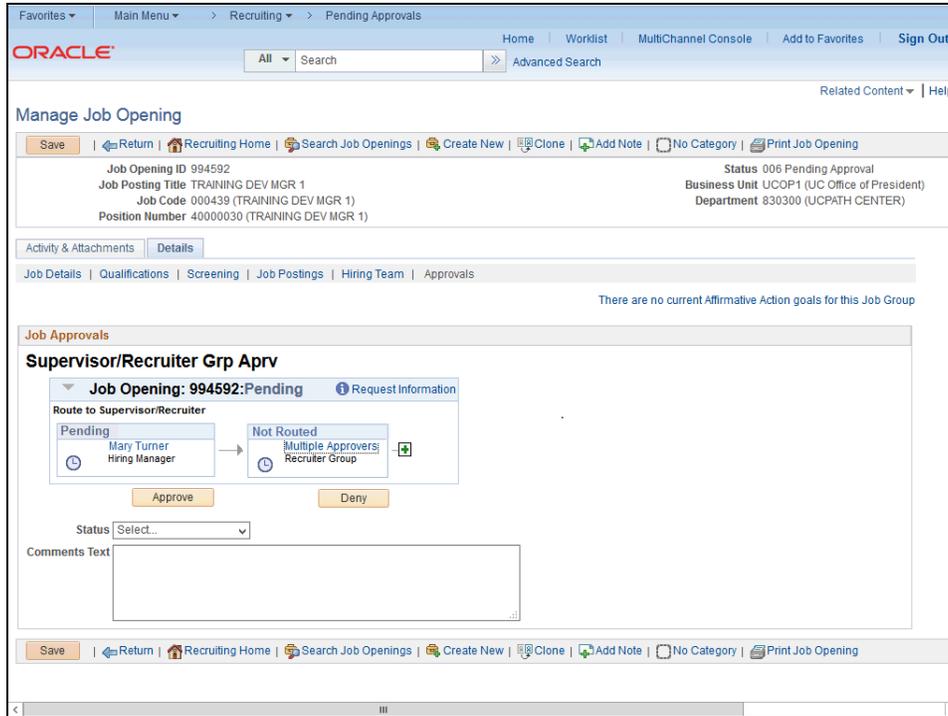
Step	Action
6.	Use the <b>Manage Job Opening</b> page and its associated tabs to review the job opening information.
7.	Click the <b>Approvals</b> tab. <a href="#">Approvals</a>



Step	Action
8.	The <b>Job Approvals</b> section includes a graphical representation of the approval sequence for the job opening.
9.	Notice that the hiring manager is the first approver in the approval chain. This indicates that standard AWE approval processing is being used.
10.	A <b>Push Back</b> button displays after the first approval is completed.  In this example, the button does not display since the first approval is still pending. Instead of the first approver using the push back option, the deny option can be used instead.
11.	Use the <b>Insert Approver</b> [+ ] button to add additional approvers or reviewers to the approval chain. For this example, no other approvers are needed.
12.	Review the list of multiple approvers.  Click the <b>Multiple Approvers</b> link. <a href="#">Multiple Approvers</a>
13.	Only one of the multiple approvers is required to approve the job opening and then it is routed to the next box in the approval chain. If there are no other boxes in the approval chain, the status of the job opening is changed from Pending to Open.



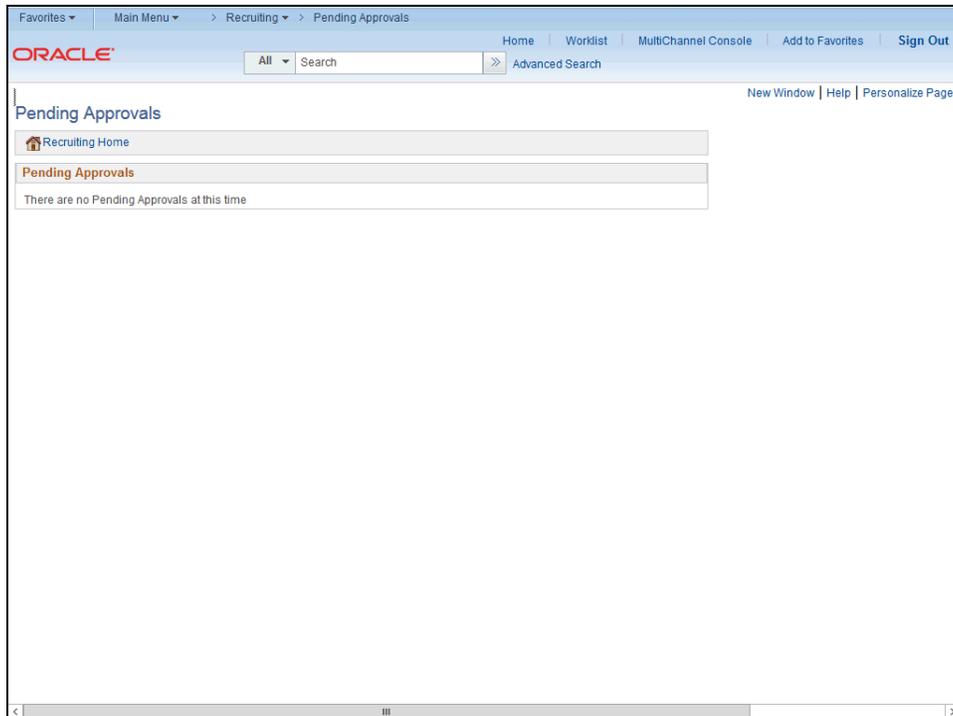
Step	Action
14.	<p>Review the list of additional approvers. Close the box when your review is complete.</p> <p>Click the <b>Close</b> button.</p> <p><b>Close</b></p>



Step	Action
15.	Use the <b>Approve</b> button to approve the job opening and route it to the next approver, if one is shown.  Use the <b>Deny</b> button to reject the job opening and set its status to Closed.
16.	For this example, click the <b>Approve</b> button.  <div style="text-align: center;"> <span data-bbox="391 1213 557 1251" style="background-color: #f4a460; padding: 2px 10px; border: 1px solid #ccc;">Approve</span> </div>

The screenshot displays the Oracle UCPath interface for approving a job opening. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Recruiting', and 'Pending Approvals'. Below this is the Oracle logo and a search bar. The main content area is titled 'Manage Job Opening' and includes a toolbar with actions like 'Save', 'Return', 'Recruiting Home', 'Search Job Openings', 'Create New', 'Clone', 'Add Note', 'No Category', and 'Print Job Opening'. Job details are listed: Job Opening ID 994592, Job Posting Title TRAINING DEV MGR 1, Job Code 000439 (TRAINING DEV MGR 1), Position Number 40000030 (TRAINING DEV MGR 1), Status 010 Open, Business Unit UCOP1 (UC Office of President), and Department 830300 (UCPATH CENTER). There are tabs for 'Activity & Attachments' and 'Details', and a sub-menu for 'Job Details | Qualifications | Screening | Job Postings | Hiring Team | Approvals'. A note states 'There are no current Affirmative Action goals for this Job Group'. The 'Job Approvals' section is titled 'Supervisor/Recruiter Grp Aprv' and shows a flow: 'Approved' for Mary Turner (Hiring Manager) and 'Pending' for Multiple Approver(s) Recruiter Group. There are 'Approve' and 'Deny' buttons, a 'Status' dropdown menu, and a 'Comments Text' area.

Step	Action
17.	The approval box representing you in the approval chain changes from <b>Pending</b> to <b>Approved</b> and the job opening is routed to the next approver in the approval chain.  The box for the next approver changes from <b>Not Routed</b> to <b>Pending</b> .
18.	Click the <b>Pending Approvals</b> menu. <a href="#">Pending Approvals</a>



Step	Action
19.	The job opening no longer displays in the list of pending approvals.  Perform additional approvers as needed. In this example, no other approvals are required.
20.	You have successfully approved a job opening. <b>End of Procedure.</b>