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.	At UC, locations can select the process to follow for approvals.
	Process 1 : 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.
	Process 2 : 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 Pending Approvals task.
	For this example, the approval process uses standard AWE and is routed to the hiring manager first in the approval chain.



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Step	Action
2.	Use the Pending Approvals page to review and take action on job openings that require your approval.
3.	You can approve or deny job openings directly from the Pending Approvals page by marking the Select check box for the job opening(s) you want to approve or deny and then selecting the action from the Select drop down list and clicking the Go button.
4.	You can also perform the approval action from the Approvals tab on the Job Opening 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 Job Approval:TRAINING DEV MGR 1 link.
	Job Approval:TRAINING DEV MGR 1



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Step	Action
6.	Use the Manage Job Opening page and its associated tabs to review the job opening information.
7.	Click the Approvals tab. Approvals



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Step	Action	
8.	The Job Approvals 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 Push Back 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 Insert Approver [+] 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 Multiple Approvers link. Multiple Approvers	
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.	



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14.	Review the list of additional approvers. Close the box when your review is complete.
	Click the Close button.



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Action
Use the Approve button to approve the job opening and route it to the next approver, if one is shown.
Use the Deny button to reject the job opening and set its status to Closed.
For this example, click the Approve button.



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Step	Action
17.	The approval box representing you in the approval chain changes from Pending to Approved and the job opening is routed to the next approver in the approval chain.
	The box for the next approver changes from Not Routed to Pending.
18.	Click the Pending Approvals menu.
	Pending Approvals



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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. End of Procedure.