**Approve Job Posting:**

1. Verify you are in the Applicant Tracking module and either the Chair/Director, AVP/Dean, or Vice President user group.

![Inbox](image1)

2. Click on the Home tab in the Inbox (located on Home Page).

3. Click on the Postings tab in the Inbox.

![Inbox](image2)

4. Locate the job title of the Posting in your Inbox you wish to take action on. Click on the title.

![Inbox](image3)

5. You will then be directed to a Summary Page where you can review for accuracy.
7. You may then take action on the Posting by clicking on **Take Action On Posting**.

8. If corrections need to be made to the action, you may return it to the Hiring Manager. If not, select the next approval in the workflow.

![Take Action On Posting](image1.png)

9. You will receive a Take Action pop up window which will send an email in Outlook to the next approver to notify him/her an action is pending. Please note, comments will be tied to the historical record of this action. Check the box to include the action on your watch list and then click Submit.

![Take Action](image2.png)

10. If the action was successful, you will see a green bar indicating the “Posting was successfully transitioned.”

![Posting was successfully transitioned](image3.png)