Originator (Hiring Manager) Training PA 7.6: Module 5 – Approving Positions/Postings

Human Resources:
Talent Acquisition & Compensation
Type into internet browser:
https://jobs.uco.edu/hr

Click on the top link
Logging onto the system

- Log in using the same username and password you use to log onto your computer each day!

https://jobs.uco.edu/hr
Approvals (Dean/Director & VPs)
– you will receive a notification email when you have something to approve...

Login and you will be taken to your homepage – ensure you are in the appropriate status

Requests requiring attention will be in your inbox – select the one you want to review...
Approval (Dean/Director & VP) - for “modifying” a current position in Position Management

Need to be in Position Management Module to approve/cancel changes coming through the Modify “RSP”. Header will change to Orange when in this module.
Check History Tab

Check this tab to view messages from Department, Compensation, or Budget.
Approvals (Dean/Director & VPs)

The Summary page is where you need to be to “take action on posting.”

You can make edits as required.

When ready, click here and either move forward in the queue, back for revisions, or cancel!

This step is the same for either module - Applicant Tracking or Position Management!
Questions?

Please feel free to call or email:
HR Main Office (405) 974-2366 or jobs@uco.edu