



HOW TO REVIEW / APPROVE POSITION DESCRIPTIONS

You will receive a system-generated e-mail alerting you that there is a position description awaiting your approval. Please see instructions below.

Senior Level Hiring Manager User Type

Please log into the hiring manager's site with the [Senior Level Hiring Manager](#) user type so that you can complete the online approval process:

1. Under Position Descriptions, click **"pending requests."**
2. Click **"view"** under position title. Scroll down to view position details. (see [optional](#) step below if you would like to modify the PD)
3. Choose the appropriate next-level approver radio button.
4. Click "continue" then "confirm."

Optional: If you want to modify the position description, click the blue **"edit"** link located above the action status bar. Make modifications as needed, clicking **"continue to next page"** until you reach the next-level approver radio buttons.

Cabinet/Provost User Type

Please log into the hiring manager's site with the [Cabinet/Provost](#) user type so that you can complete the online approval process:

1. Under Position Descriptions, click **"pending requests."**
2. Click **"view"** under position title. Scroll down to view position details. (see [optional](#) step below if you would like to modify the PD)
3. Choose the appropriate next-level approver radio button.
4. Click "continue" then "confirm."

Optional: If you want to modify the position description, click the blue **"edit"** link located above the action status bar. Make modifications as needed, clicking **"continue to next page"** until you reach the next-level radio buttons.

President User Type

Please log into the hiring manager's site with the [President](#) user type so that you can complete the online approval process:

1. Under Position Descriptions, click **"pending requests."**
2. Click **"view"** under position title. Scroll down to view position details. (see [optional](#) step below if you would like to modify the PD)
3. Choose the appropriate next-level approver radio button.
4. Click "continue" then "confirm."

Optional: If you want to modify the position description, click the blue **"edit"** link located above the action status bar. Make modifications as needed, clicking **"continue to next page"** until you reach the next-level radio buttons.