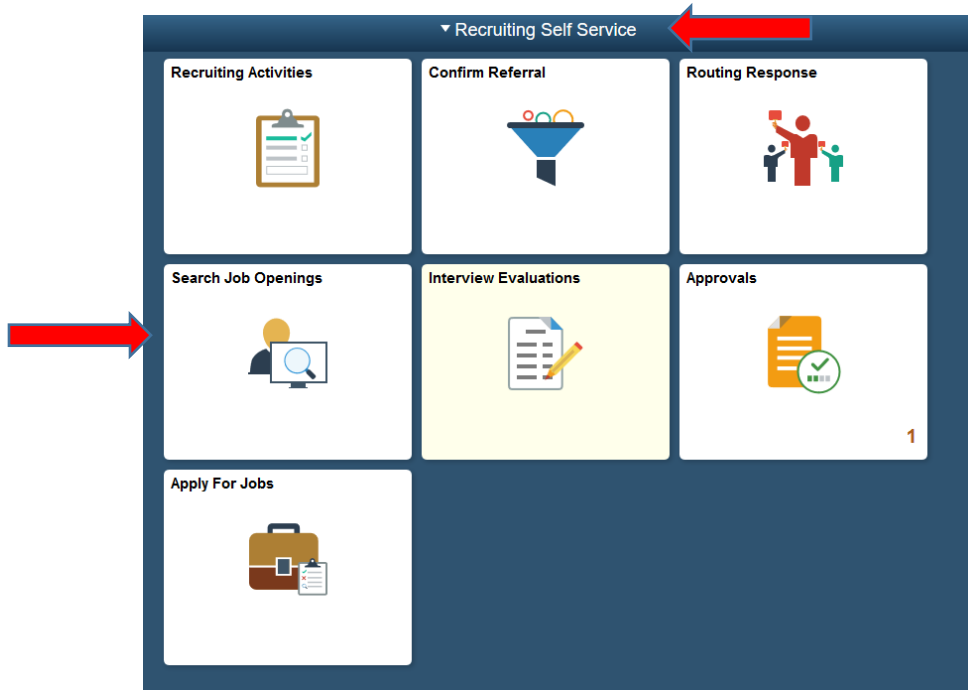


# Approving a Job Opening: Hiring Manager

1. Log into OneUSG. Under **Recruiting Self Service**, click the **Search Job Openings** tile. You can also go through the Navigator > Recruiting > Search Job Openings



2. Click on **Open** and make the **status** blank. Click **Search**

The image shows a search filter form with the following fields: Job Posting Title, Job Opening ID, Status (set to "Open"), Most Recent Activity, Job Opening Type, Hot Job, My Association, Hiring Manager, Recruiter, Created By, Business Unit, Department, Position Number, and Recruitment Contact. At the bottom are "Search" and "Clear" buttons. A red arrow points to the "Status" dropdown menu, and another red arrow points to the "Search" button.

# Approving a Job Opening: Hiring Manager

3. Select the **Job Opening** you would like to approve.

All

<b>Job Opening</b>	Requester - Barbara Radcliffe
TEST Do Not Apply Professor, Education	Job ID - 217996

4. Once you open the job, click the **View Job Opening** link to view the job details.

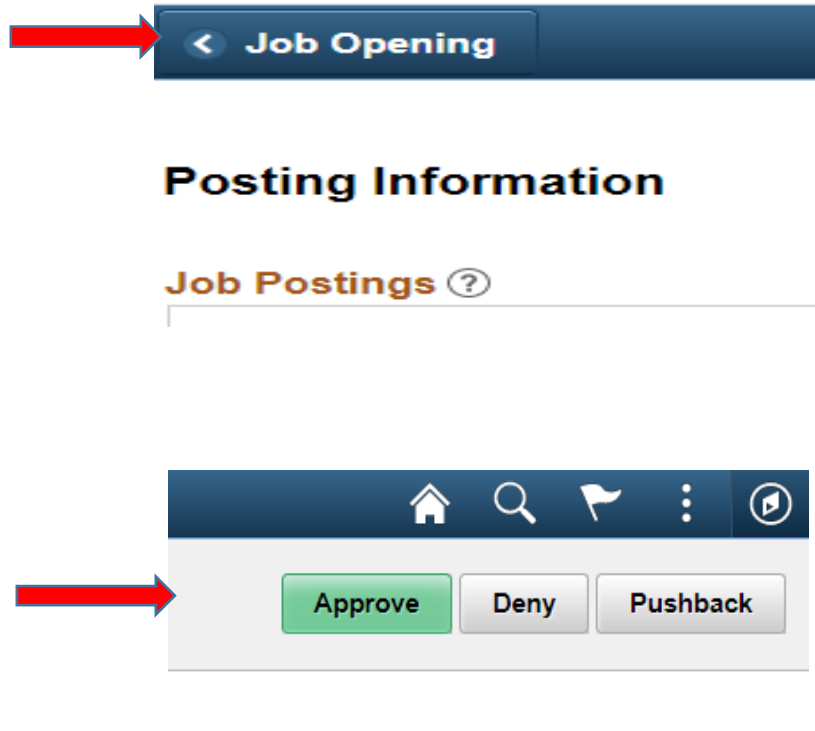
The screenshot shows the 'Job Opening' details page. At the top, there are navigation buttons: 'Approve', 'Deny', and 'Pushback'. Below this is the 'Job Opening Information' section, which includes fields for Job Posting Title, Target Number of Openings, Department, Hiring Manager, Job Creation Date, Job Opening ID, Recruiting Location(s), Desired Start Date, Recruiter(s), and Employees Being Replaced. A red arrow points to the 'View Job Opening' link in the left-hand navigation menu.

5. On the **Job Posting** tab, click the link to open the posting. Once you review the information, stroll back to the top and click the **Return to Job Opening**.

The screenshot shows the 'Manage Job Opening' page. At the top, there are navigation buttons: 'Save', 'Recruiting Home', 'Search Job Openings', 'Create New', 'Clone', 'Add Note', and 'Print Job Opening'. Below this is the 'Manage Job Opening' section, which includes fields for Job Opening ID, Job Posting Title, Job Code, Position Number, Status, Business Unit, and Department. A red arrow points to the 'Job Posting' tab in the left-hand navigation menu.

## Approving a Job Opening: Hiring Manager

6. To approve, click the **Return to Job Opening** at the top left until you reach the Approval page and click **Approve** on the top right.



7. HR will complete the final review and post the job opening.