## 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

| Job Posting Title    |        |
|----------------------|--------|
| Job Opening ID       | ۹      |
| Status               | Open • |
| Most Recent Activity | •      |
| Job Opening Type     | •      |
| Hot Job              | •      |
| My Association       | T      |
| Hiring Manager       | ٩      |
| Recruiter            | ٩      |
| Created By           | Q      |
| Business Unit        | ٩      |
| Department           |        |
| Position Number      | ۹      |
| Recruitment Contact  | •      |
| arch Clear           |        |

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

| All                                    |                               |
|--|-------------------------------|
| Job Opening                            | 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.

| Approve         Dany         Per           Job Opening Information         Job Opening ID 217000         Job Opening ID 2000         Job Opening | C Pending Approvals                                       | Job Opening                                      | A P :                 |
|--|---|--|-----------------------|
| Job Openning Information Job Openning Title TEST Do Not Apply Professor, Education Job Openning Di 277804 Target Number of Opennings 1 OPennings 1 OPenning Inclusion(is) Vatabata Sate Unversity Department Middae Sacota Reading&Deal Edi Department multi Made Sacota Reading&Deal Edi Deal Editor Made Made Made Made Made Made Made Made  |   |  | Approve Deny Pushbaci |
| Jubi Presting Title TEST Do Not Appl Profesor, Education Jub Opening, D 217690<br>Target Number of Opening, s 1 Recruiting Location(s) Wates Sale University<br>Department: Multide Second Reading&Deat Ed Device Same To To Re<br>Hering Manager Babase Radatife (Pinnary); Honry Copage Recruiting (s) Selby Lamar<br>Jubi Creation Date (s) 202020 Employees Baing Replaced<br>Additional Details ><br>Prosting Definations ><br>Verw. do Opening   | Job Opening Information                                   |  |                       |
| Target Number of Qeavings 1         Recurring Location(i) Valsata State University           Department Mode Second Reading&Deal Ed         Devalue           Department Mode Second Reading&Deal Ed         Recurring 1           Job Creation Date 01/29/2020         Recurring 1           Addroad Datalis         >           Posting Destinations         >           Vow XD Opering         Employees Being Replaced   | Job Posting Title TEST Do Not Apply Professor, Education  | Job Opening ID 217996                            |                       |
| Department     Middle Second Reading&Deal Ed     Desired Start Date       Filting Manager     Babasili Radatile (Pinary), Honey Copage     Renorbler(1) Shidty Lamar       Job Creation Date     0129/2020     Employees Being Replaced       Additional Details     >       Yong DeStrations     >  | Target Number of Openings 1                               | Recruiting Location(s) Valdosta State University |                       |
| Hining Manager Babase Radolfile (Pinnary), Honey Coppage Recontent(s) Shelty Lamar<br>Job Creation Date (0.1257200) Employees Baing Replaced<br>Addional Details ><br>Pooling Destinations ><br>Verv 3db Creation  | Department Middle;Second;Reading&Deaf Ed                  | Desired Start Date                               |                       |
| Job Creation Date (1/29/202) Employees Being Replaced Addronal Details  Posting Destinations Vorw Xet Opening Vorw Xet Opening   | Hiring Manager Barbara Radcliffe (Primary), Honey Coppage | Recruiter(s) Shelby Lamar                        |                       |
| Additional Details > Posting Destinations > Verw add Opening   | Job Creation Date 01/29/2020                              | Employees Being Replaced                         |                       |
| Posting Destinations >   | Additional Details >                                      |  |                       |
| Vew JdD Opening  | Posting Destinations >                                    |  |                       |
| Sources Promising  | View Job Opening  |  |                       |
| Approver comments  | Approver Comments   |  |                       |
|  |   |  |                       |
|  | Approval Chain >  |  |                       |

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**.

| Pending Approvals  | Manage Job Opening   |  |
|--|--|--|
| lanage Job Opening   |  |  |
| Save   @Recruiting Home   @Search Job Openings   	Create New    UCIONE   | - General Gene |  |
| Job Opening ID 217996<br>Job Posting Title TEST Do Not Apply Professor, Education<br>Job Code 200X01 (Professor)<br>Position Number 10005812 (Professor) | Status 006 Pending App<br>Business Unit 51000 (Valdosta<br>Department 1131010 (Miiddle,  |  |
| Activity & Attachments Details   |  |  |
| Job Posting   Hiring Team   Approvals  |  |  |
| Job Postings ⑦   |  |  |
| Postings   | Primary Posting Title  |  |
| TEST Do Not Apply Professor, Education   | 8  |  |
|  |  |  |

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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.

| <ul> <li></li> </ul> | Job Opening           |
|----------------------|-----------------------|
| Po                   | sting Information     |
| Job                  | Postings ⑦            |
|                      |                       |
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|                      | Approve Deny Pushback |
|                      |                       |

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