Dean/Director/AVP Approval Process for PeopleAdmin

1. Log into the PeopleAdmin system ([https://jobs.westga.edu/hr](https://jobs.westga.edu/hr)). Approver will default to the Applicant Tracking (blue background) homepage with an Employee role.

2. Select Position Management (orange background) in the right hand dropdown.

3. Select the Dean/Director/AVP as the user role. A message will appear at the top indicating that you are viewing the system as a member of the Dean/Director/AVP group.

4. The approver should default to the Home page of the Position Management module but if not, click on the Home tab to access the Position Management home page.
5. The approver will see the **Inbox** on the **Home** page which identifies the transactions that need attention.

6. Click on the appropriate **Inbox** tab. The approver will have four “mailboxes”: **Postings**, **Hiring Proposals**, **Position Requests**, and **Special Handling Lists**.

7. The position or action that needs approval will be displayed on the selected tab. Click on the item to select it for review and to take action on it.
8. The information related to the position will be listed for review.

9. Upon completion of the review, hover over the orange Take Action on Position Request (button may also refer to a Hiring Proposal or Posting if either of these actions are being taken). Approver will see four available actions: Submit to Vice President, Return to Initiator, Return to Supervisor or Submit to Provost (for AA and SAEM Budget Approval). Select the appropriate next level approver.

10. The approver has the ability to enter any comments necessary. Comments are not required and they do become part of the position record. Click Submit.
11. Approver will see a **message bar** indicating the position request was successfully transitioned to the next approver.

12. Once the appropriate action is completed, the approver may **logout** of PeopleAdmin.