



Dean/Director/AVP Approval Process for PeopleAdmin

1. Log into the [PeopleAdmin](https://jobs.westga.edu/hr) system (<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 green 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: **Approve and submit to the VP, Return to Supervisor, Return to Initiator and 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 **green 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.