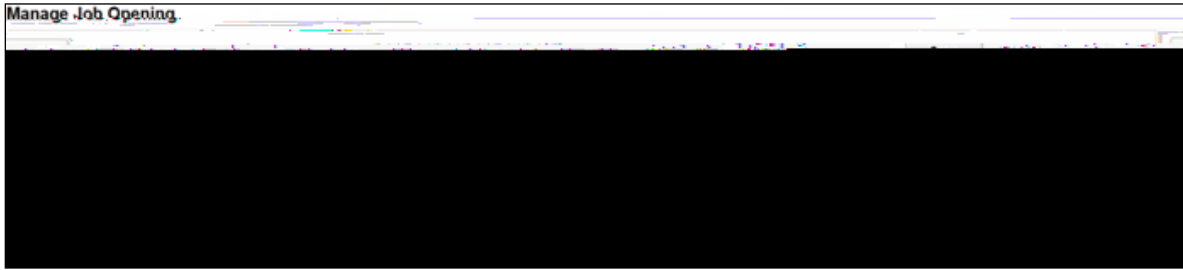


## How to Review/Approve Job Opening

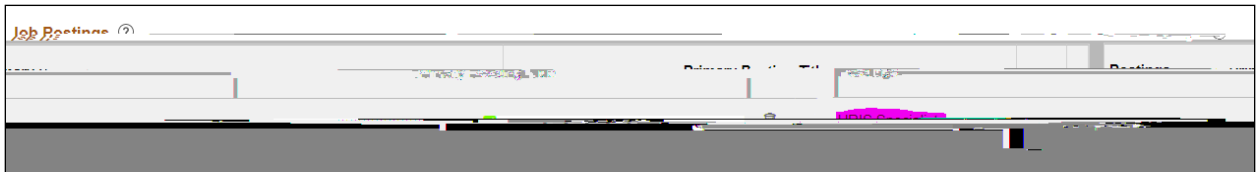
1. Log into OneUSG (Employee Self Service)
2. There should be a notification in the bell on the top right hand corner.
3. Click on the bell and the notification link for the job opening you would like to approve. This will take you to the approval page for the job opening.

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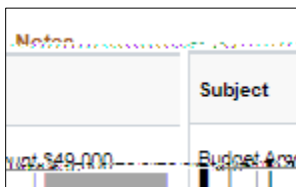
6. Click on Job Posting.



7. Click on the job posting title to review job summary, duties, and qualifications



8. Click on Activity & Attachments tab to review budget information



9. After reviewing the detail and job posting, click Approve. If you have questions regarding any of the information, please reach out to [hremployment@ung.edu](mailto:hremployment@ung.edu) before approving.

