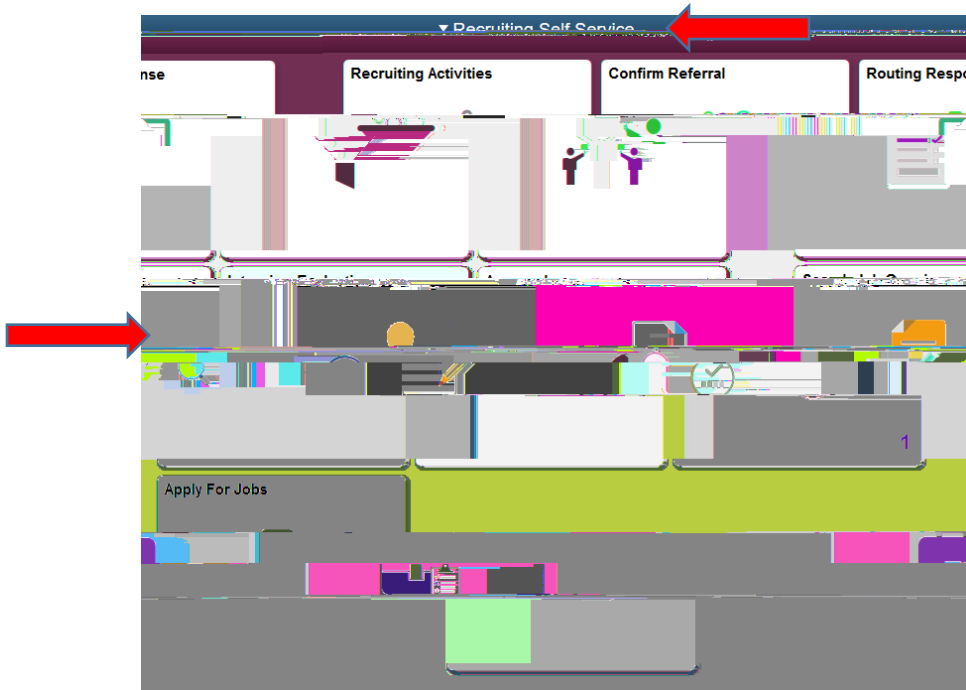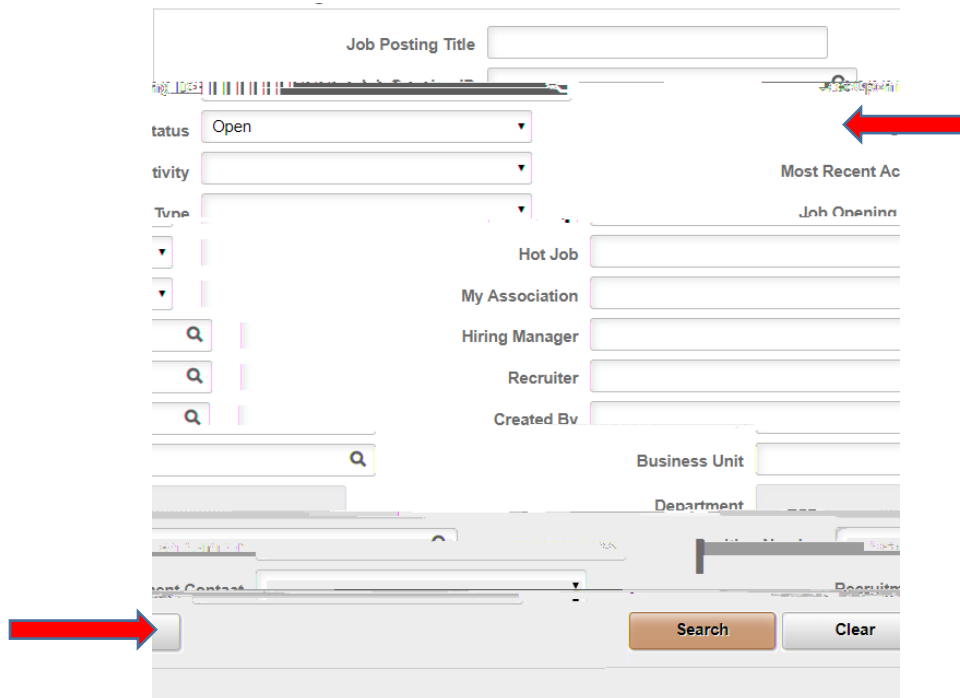# Approving a Job Opening: Hiring Manager

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

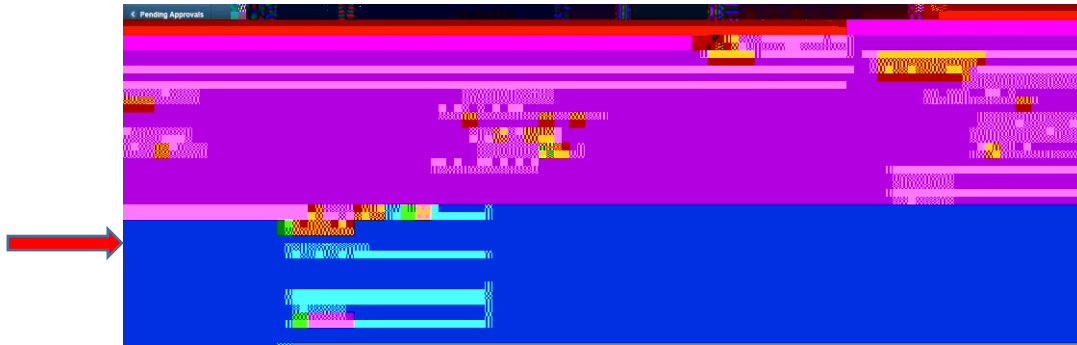2. Click on Open and make the status blank. Click Search

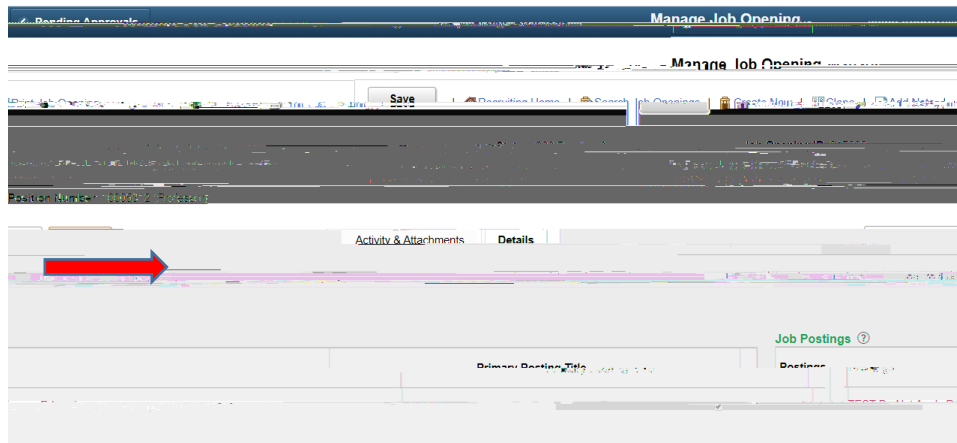# Approving a Job Opening: Hiring Manager

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

All

Job Opening	Requester - Barbara Radcliffe
TEST Do Not Apply Professor -Education	Job ID - 217006

4. Once you open the job, click the View Job Opening link to view the job details.
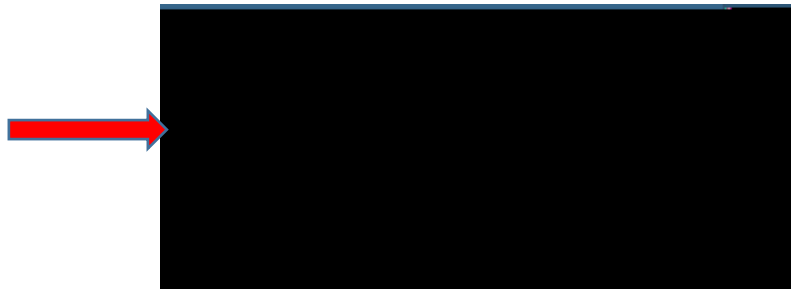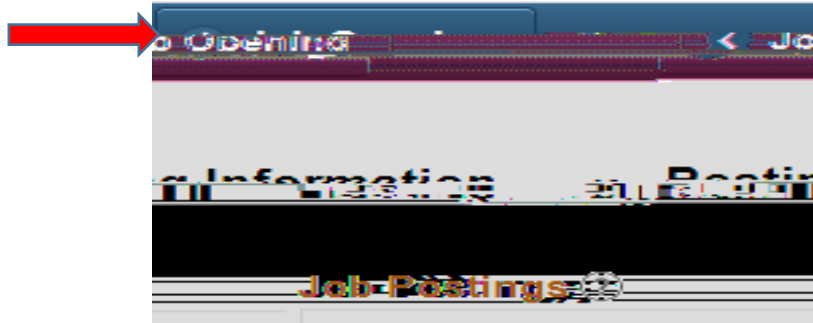
5. On the Job Posting tab, click the link to open the posting. Once you review the information, stroll back to the top and click the Return to Job Opening.

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.