

Section 3

Viewing & Approving Pending Actions

This section includes instructions on how to approve an faculty action(s) awaiting approval



JOB POSTINGS

- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS

JOB DESCRIPTIONS

- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

ADMIN

- HOME
- CHANGE PASSWORD
- LOGOUT

To view pending actions, click on "Pending Actions" here.

Internal Site

Hiring Manager's Guide
[View / Download](#)

"Pending actions" are those actions awaiting your approval.

To view the position details, click on the "View" link below the Title. The arrow next to the column title.

Active						
6 Records						
<input checked="" type="checkbox"/> Classification Title	<input checked="" type="checkbox"/> Posting Number	<input checked="" type="checkbox"/> Apps In Process	<input checked="" type="checkbox"/> Posting Date	<input checked="" type="checkbox"/> Closing Date	<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> Posting Status
Agri Program Aide View	0400032	1	02-16-2006	03-01-2006	Sample Office	Removed from Web Cancel Designate Position as Filled
Senior Student Recruiter View	0400031	1	02-01-2006	03-01-2006	Sample Office	Removed from Web Cancel Designate Position as Filled
						Removed from Web



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This is the "Pending Actions" page. Records of pending actions that need your attention can be viewed and selected here.

Pending Actions

Pending Actions					
3 Records					
<input type="checkbox"/> Position Title	<input type="checkbox"/> PIN #	<input type="checkbox"/> Action Number	<input type="checkbox"/> Status	<input type="checkbox"/> Date of Last Action	<input type="checkbox"/> Action Type
Secretary View		000089	Action Submitted to Hiring Authority	03-08-2006	Create New Position and Fill
Secretary View		000088	Action Submitted to Hiring Authority	03-07-2006	Create New Position and Fill
Associate Professor View		000079	Action Returned to Submitter	02-20-2006	Create New Position and Fill

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• Welcome **Sample Creator**. You are logged in.

Confirm Change Action Status

You are about to change this action to the following status:

Action Status
Submit Action to Hiring Authority
<input type="button" value="GO BACK"/> <input type="button" value="CONFIRM"/>

The details of your position description are **NOT SAVED** until you click "Confirm".

For questions regarding the PV PAWS system please contact:

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