

Section 3:

Viewing & Approving Pending Actions

This section includes instructions on how to approve an 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

Pending actions are those actions awaiting your approval.

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

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

Active						
6 Records						
Classification Title	Posting Number	Apps In Process	Posting Date	Closing Date	Department	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					
Position Title	PIN #	Action Number	Status	Date of Last Action	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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View Action Summary

Action: Create New Position and Fill

To change the status of this action, choose from the statuses below:

[Edit](#)

 [Printer-Friendly Version](#)

Action Status

Save Action Without Submitting
 Submit Action to Hiring Authority
 Submit Action to Dean/Director

Position Details

Classification title:	Secretary
Proposed New Title: Use only if '0000-Uncecided' was selected on previous page.	
PIN #: IF PIN # does not exist, please type in NEW.	
Title Code:	0010

View Action Summary Page

To print position summary, click here

- Click here to:
- Save Action Without Submitting
 - Submit to Hiring Authority
 - Submit Action to Dean/Director

To edit information, click here

Click here to continue to next page



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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

GO BACK

CONFIRM

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