

**USER INSTRUCTIONS**  
**Dean/Director User**

1. Click **View Pending** from menu on left
2. Review Posting Status column

**FOR REQUISITIONS WITH STATUS OF “To Dean/Director for Interview Auth. (Open) or (Closed)”:**

1. Click View under applicable CLASSIFICATION TITLE to review individual requisition
2. Click Edit link
3. Review information (including *Campus Visit Approval* tab)

Click  and select “ **FACULTY/ACADEMIC**

**ADMINISTRATOR/UNCLASSIFIED - To Provost Finalist Review (Open) or (Closed)”**

Click  and

**FOR REQUISITIONS WITH STATUS OF “Closed/Dean/Director Finalist Review”:**

1. Click View under applicable CLASSIFICATION TITLE to review individual requisition
2. Click Edit link
3. Review Faculty/Staff field on **Position Details** tab

4. For *FACULTY requisitions*, click  and select

“ **FACULTY/ACADEMIC**

**ADMINISTRATOR/UNCLASSIFIED - To Provost Finalist Review”**

Click  and

For *STAFF requisitions*, review **Staff Proposed Salary** tab

- a. If the position is being offered to an internal or returning employee OR the proposed salary is above the first quartile, Click  and select “ **Staff – Salary Review”**

Click  and

**OR**

If the position is not being offered to an internal or returning employee and the Proposed salary is below the first quartile, click  and approve the hire by selecting “**Staff – Ready for Offer”**

Click  and

**FOR REQUISITIONS WITH STATUS OF “To Dean – Initiate Action”:**

1. Click View under applicable CLASSIFICATION TITLE to review individual requisition

2. Click Edit link and review information

**Position Details** tab will indicate:

New or Existing  
Faculty or Staff  
Type of Action

**Position Description** tab will indicate if a staff position has been submitted for classification or position review.

Classification now occurs prior to recruitment and appointments. Please note that only the **General Information** section in the **Position Details** tab and the **Position Description** tab will be completed for classification and position review actions.

- a. **FOR STAFF POSITIONS:**

After reviewing information, scroll to bottom, click [View Requisition Summary>>](#)

**TO APPROVE:**

Select “  Staff - To HRS/Consultants”

**OR IF NOT APPROVED:**

On **Notes/History** tab, document reason or request more information, click [Add Notes](#)

Click [View Requisition Summary>>](#) and select (return to) “ Department”,

Click [continue](#) and [confirm](#)

- b. **FOR FACULTY POSITIONS:**

After reviewing information, scroll to bottom, click [View Requisition Summary>>](#)

**TO APPROVE:**

Select “  Faculty – To FAB”

**OR IF NOT APPROVED:**

on **Notes/History** tab, document reason or request more information, click [Add Notes](#)

Click [View Requisition Summary>>](#) and select “ Return to Department”,

Click [continue](#) and [confirm](#)

**\*NOTE:** Be sure to *SAVE* the requisition if you need to leave it when editing, or you may lose any information you have input. Scroll to bottom of page. Click [Save and Stay On This Page](#)