Dean/Director User Instructions

For **Faculty/Academic Administrator/Unclassified** Recruitments/Waivers

[www.uvmjobs.com/hr](http://www.uvmjobs.com/hr)

- Select user account type from the right drop down box and click the refresh button

- Select the desired module from the dropdown box in the upper right corner of the screen.
ACTIONS

- After receiving notification of an action to review, click on “Inbox” on top right or middle left of screen.

- Select the applicable header to access the tab for Postings, Hiring Proposals or Actions.

- To open an Action, click “Edit” under Actions to the right of the applicable Title.
• Click on a tab title on the left menu or click **Next>>** to scroll through the tabs and review the Action

• On Action Summary page (after final tab), hover mouse over **Take Action on Action** on upper right corner of screen to view and choose workflow options.

• Make workflow choice, enter notes in comment box. ✓ Check box to add the action to Watch list and click Submit
System will provide a message indicating success or additional data needs.