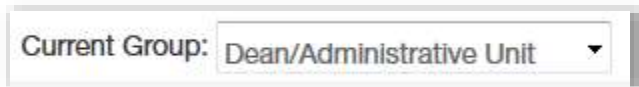


# eJobs – Approver Quickguide

1. You will receive an email when you have an item or items in the new eJobs system to review and approve. Click on the link in the email or log onto the eJobs system at [jobs.etsu.edu/hr](http://jobs.etsu.edu/hr) using your ETSU username and password.
2. Verify or change your Current Group to your appropriate approver role.



Current Group: Dean/Administrative Unit ▼

3. In your Inbox, a number next to the tab title indicates the number of action items you have in that category. Click on an item in the list to open it.



| Job Title             | Type          |
|-----------------------|---------------|
| Sample Executive Aide | Support Staff |

See more...

4. Scroll to review the open item. To approve or return the item:
  - a. Hover over the red action button and select the appropriate action.



- b. In the popup window, add comments if needed and/or add the item to your Watch List.
- c. Click **Submit**. The item will be removed from your inbox.

Note: If you need to take additional action on this item from another role, stay on this page and change your user group.

5. Return to your Home screen to review more items.

# eJobs – Approver Quickguide

## Sample Jobs Posting Workflows

### **Jobs Posting Workflow – Academics and Health Sciences**

Hiring Manager ⇒ Depart./Chair ⇒ College Budget Authority ⇒ Dean/Administrative Unit ⇒ Vice President/President ⇒ Affirmative Action ⇒ Human Resources

### **Jobs Posting Workflow – Non-academic Divisions**

Hiring Manager ⇒ Depart./Chair ⇒ Dean/Administrative Unit ⇒ Vice President/President ⇒ Affirmative Action ⇒ Human Resources

## Sample Hiring Proposal Workflows

### **Hiring Proposal Workflow – Academic, Health Sciences, Non-academic**

Hiring Manager ⇒ Depart./Chair ⇒ College Budget Authority (if Academic, Health Sciences) ⇒ Dean/Administrative Unit ⇒ Vice President/President ⇒ University Budget ⇒ Human Resources ⇒ Personnel ⇒ Affirmative Action ⇒ Executive ⇒ Human Resource (processing)

### **Hiring Proposal Workflow – Grant funded**

Hiring Manager ⇒ Depart./Chair ⇒ College Budget Authority (if Academic, Health Sciences) ⇒ Dean/Administrative Unit ⇒ Vice President/President ⇒ Grant Funding ⇒ University Budget ⇒ Human Resources ⇒ Personnel ⇒ Affirmative Action ⇒ Executive ⇒ Human Resource (processing)

### **Hiring Proposal Workflow – Auxiliary or Foundation funded**

Hiring Manager ⇒ Depart./Chair ⇒ College Budget Authority (if Academic, Health Sciences) ⇒ Dean/Administrative Unit ⇒ Vice President/President ⇒ Special Budget (select correct agent) ⇒ University Budget ⇒ Human Resources ⇒ Personnel ⇒ Affirmative Action ⇒ Executive ⇒ Human Resource (processing)