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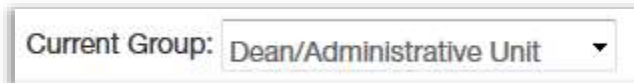
## Approver Quickguide

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You will receive an email when you have an item or items in the new eJobs system to review and approve.

To take action on an item:

1. Log onto the eJobs system using your ETSU username and password.
2. Verify or select ‘Applicant Tracking’ as the current module.
3. Verify or change your Current Group to your appropriate approver role.



Current Group: Dean/Administrative Unit ▼

4. 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...](#)

5. 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 and/or add the item to your Watch List.
  - c. Click **Submit**. The item will be removed from your inbox.



Take Action On Posting ▼

★ See how Posting looks to Applicant

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

6. Return to your Home screen to review more items or log out.

## Jobs Posting Workflows

### Jobs Posting Workflow - University

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

### Jobs Posting Workflow – Health Affairs

Depart./Chair ⇒ Dean/Administrative Unit ⇒ Health Sciences Authority ⇒ Vice President/President ⇒ Affirmative Action ⇒ Human Resources

### Jobs Posting Workflow – College of Medicine

Depart./Chair ⇒ Health Sciences Authority ⇒ Vice President/President ⇒ Affirmative Action ⇒ Human Resources

## Hiring Proposal Workflows

### Hiring Proposal Workflow – University

Depart./Chair ⇒ Dean/Administrative Unit ⇒ Vice President/President ⇒ University Budget ⇒ Human Resources ⇒ Personnel ⇒ Affirmative Action ⇒ Executive ⇒ Human Resource (processing)

### Hiring Proposal Workflow – Grant funded

Depart./Chair ⇒ Dean/Administrative Unit ⇒ Vice President/President ⇒ Grant Funding ⇒ University Budget ⇒ Human Resources ⇒ Personnel ⇒ Affirmative Action ⇒ Executive ⇒ Human Resource (processing)

### Hiring Proposal Workflow – Health Sciences

Depart./Chair ⇒ Dean/Administrative Unit ⇒ Health Science Authority ⇒ Vice President/President ⇒ University Budget ⇒ Human Resources ⇒ Personnel ⇒ Affirmative Action ⇒ Executive ⇒ Human Resource (processing)

### Hiring Proposal Workflow – College of Medicine

Depart./Chair ⇒ Health Science Authority ⇒ Vice President/President ⇒ University Budget ⇒ Human Resources ⇒ Personnel ⇒ Affirmative Action ⇒ Executive ⇒ Human Resource (processing)

### Hiring Proposal Workflow – Auxiliary or Foundation funded

Depart./Chair ⇒ Dean/Administrative Unit ⇒ Health Science Authority ⇒ Vice President/President ⇒ Special Budget (select correct agent) ⇒ University Budget ⇒ Human Resources ⇒ Personnel ⇒ Affirmative Action ⇒ Executive ⇒ Human Resource (processing)