Quick Guide: Unit Head
Approving Faculty Search Position Postings

Once you receive email notification that an item needs your attention, login to the FacultyJobs website at https://facultyjobs.uga.edu/hr/login and view your Inbox on the home page. This will show you what items are awaiting your attention or approval.

To view the posting request, click on the Job Title link in your Inbox; this will take you directly into the position summary page, where you can review the position and posting details.

**Posting Summary**

Each section of the Posting Summary page will show you all details entered, as well as give you the opportunity to make edits. If any changes need to be made, simply click the Edit button next to the appropriate section. Once you have made your changes be sure to hit the Save or Next button in the upper right corner before returning to the Posting Summary page.

The areas of the posting request contain the following information:

- **Posting Details**: job title, working title, appointment status, rank, tenure status, etc.
- **Department Information**: who to contact if you have questions; this information is not available to applicants
- **Posting Information**: job summary, qualifications, special instructions to applicants, advertising
- **External Recommendations**: if it is determined that the reference process will be handled within the system it would be indicated here; otherwise reference process is handled outside of the FacultyJobs@UGA system
- **Posting Documents**: see all documents attached to the posting. Any documents attached will be available to view and download from the Summary page. These are not available to candidates.
- **Posting Specific Questions**: A bank of questions is available for use in the system. If additional questions are desired EOO reviews, approves or denies them. Once a question is approved for use it will remain in the system for future use
- **Applicant Documents**: where required and optional application documents are designated
- **Search Committee Members**: where the search committee members are added to the position to allow them access to applicant materials
Utilizing the History Tab

Be sure to review the **History** tab at the top of the page for any notes or remarks from other workflow users. You will also be able to track the history of the posting request here.

![History Tab Example](image)

Submit Posting to Senior Administrator for Approval

When you are satisfied with the posting, hover over the **Take Action On Posting** icon. In the drop down menu, select **Submit to Senior Administrator** if it is ready to move forward in the workflow.

If the position posting needs to be returned to the **Manager/Supervisor** level for edits or updates you can select **Return to Manager/Supervisor** on this menu.

Once you select the best option from the above menu you will have the option to leave a comment. Keep in mind the comments are available to everyone in the workflow. When you are ready click **Submit** and your post will be sent.

If you would like to follow this position through the workflow you can check **Add this posting to your watch list** and it will appear on your watch list on the home page.

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