PeopleAdmin 7
How to Approve Training

Login Page
- Go to https://jobs.udayton.edu/hr
- This will take you to the login page.
- Login with your UD Novell username and password.

Home Page
- When you log in, you will come to the Applicant Tracking home page. Depending on the user group you are logged into, you will see the menu options that correspond to your user permissions.
Inbox

- Click on “Inbox” in the upper right corner of the screen.
User Type Drop Down

- Be sure your user role is accurately selected in the user drop down. You will need to be in the correct user type to review/approve position description actions or hiring proposals.

Inbox Headings

- Use the Inbox headings to approve. You will primarily be approving Hiring Proposals and Actions. You can see these headings at the top of the page. If your email notification
references a “position” then you will be clicking on “Actions” to approve the position description. If your email notification references “hiring proposal” you will be clicking on hiring proposals to approve.

**Action Button**

- To approve the action or hiring proposal, please click on the “action” button in the (Actions) column. Select “view” from the drop down.
Take Action

- Once you select “view,” the position description will open. You can scroll down to view the entire description. You can click “edit” located under the job title at the top of the page.

- When you are ready to approve, click on the orange drop down “Take Action on Action.” Select from the options to send it onto the next level or back to the hiring manager/supervisor.
Submit

- After selecting to move the action or hiring proposal to the next level, a box will appear where you can add comments and/or check the box to add the action to the “watch list,” then submit. **Be sure to submit so the action or hiring proposal can be sent onto the next level.**

- Once the submit button is selected, the action or hiring proposal will move onto the next level for approval.

**This concludes the training document for “How to Approve.”**

If you have questions, please contact Jennifer Duwel for Staff or Amy Askren for Faculty positions. Thank you!