## Approving Job Offers

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Begin by navigating to the **Pending Approvals** page.  
      Click the **Recruiting** link. |
| 2.   | Click the **Pending Approvals** link. |
| 3.   | Use the **Pending Approvals** page to review and act on job offers that require your approval. |
| 4.   | To review job offer details, click the **Subject** link to access the **Disposition Details** page.  
      Click an entry in the **Subject** column. |
| 5.   | Use the **Disposition Details** page to review the offer details, review the approval, and approve or deny the offer. |
| 6.   | Typically, you need to review the offer details before approving the offer.  
      Click the **Offer Details** link. |
| 7.   | The top part of the offer details view displays information about the job opening. |
| 8.   | Click the **vertical** scrollbar. |
| 9.   | After you scroll, you can see the job offer components such as base salary and bonuses. |
| 10.  | After you review the details, return to the approvals view.  
      Click the **Approvals** link. |
| 11.  | The approvals section of the page includes a graphical representation of the approval sequence for the job offer.  
      In this example, you are Douglas Lewis, and this offer was routed to you because you are the hiring manager's supervisor. |
| 12.  | When you review the approval chain, you can insert additional reviewers.  
      Click the **Insert Approver** button. |
| 13.  | Use the **Insert additional approver or reviewer** page to identify the additional approver or reviewer and to specify whether the person is a reviewer or an approver. |
### Step 14
- You must identify the additional approver by user ID, not employee ID.
  - Click in the **User ID** field.

### Step 15
- Enter the desired information into the **User ID** field. Enter a valid value e.g. "HCRUSA_KU0101".

### Step 16
- By default, the person whom you select is an approver, whose approval is mandatory. Optionally, you can make the person a reviewer.
  - Reviewers receive a link to the job opening so that they can review the details, but they do not approve, deny, or push back the job opening.

### Step 17
- Click the **Insert** button.

### Step 18
- The additional approver appears in the approval diagram.

### Step 19
- If you do not approve the offer, use the **Deny** button to reject the job opening and set its status to Closed or the **Pushback** button to return the offer to the person who submitted it to you.

### Step 20
- Use the **Approve** button to approve the job opening and route it to the next approver, if any.
  - Click the **Approve** button.

### Step 21
- After you approve the job offer, the page changes to display the offer details.

### Step 22
- In this example, you will return to the Pending Approvals page to approve a second job offer.
  - Click the **Pending Approvals** link.

### Step 23
- Notice that the row for the job opening you just approved is no longer listed with your pending approvals.

### Step 24
- If you do not need to review the offer details, you can approve an offer directly from the **Pending Approvals** page.
  - Select the job offer to be approved.
  - Click the **10039** option.

### Step 25
- The drop-down list box on the page enables you to approve or deny the selected job offers.
  - Click the **Go** list.
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</tr>
</thead>
<tbody>
<tr>
<td>26.</td>
<td>Click the <strong>Approve</strong> list item.</td>
</tr>
<tr>
<td>27.</td>
<td>Click the <strong>Go</strong> button.</td>
</tr>
<tr>
<td>28.</td>
<td>After the job opening is approved, it no longer appears in the list of pending offers.</td>
</tr>
<tr>
<td>29.</td>
<td>You have successfully approved job offers. <strong>End of Procedure.</strong></td>
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</tbody>
</table>