**Job Approval Process**

*Approving new/replacement positions or position changes.*

Part A: Approval Process

1. Log into [www.gvsu.edu/hiring](http://www.gvsu.edu/hiring) using your GVSU Network account.
2. Click the menu button in the top right corner of the screen.
3. Click **My Job Approvals** which is under the **Jobs** category.
4. Click **View** next to the job you are approving and the job card will appear.
5. Depending on your role, you may have additional information to enter on the job card.
	1. Affirmative Action – enter EEO (under the Human Resources section)
	2. Budget – enter Labor Distribution, Account Code & Confirmed position number
	3. Hiring Manager/Search Chair – enter Hiring Manager/Search Chair, add Search Committee Members and recruitment plan/advertising information. (Instructions how to add the advertising information is found in Part B of this document)
		1. If you are using an external (non-GVSU) search committee member, email the Employment Manager so we can create an account for them.
	4. Human Resources – enter appropriate information
	5. Provost Office – approve only
	6. Vice President – approve only
6. Approve/Decline the job.
	1. Approve: Click Approve at the bottom of the screen. This will automatically send an email to the next approver in the process.
	2. Decline: Click Decline at the bottom of the screen.
		1. Select a reason for this selection.
		2. Click Save.



* 1. *Click Save a draft if you would like to save the job card and finish the approval process at a later time.*
		1. *If saving a draft, click* ***OK*** *in the box when it asks if you want to save the following as a draft. Note: The approval process, if set, will be deleted.*

Part B: Adding Position Announcement Form

1. Complete the Position Announcement form which is found [here](http://www.gvsu.edu/hro/hiring-forms-65.htm) under General.
2. Log into [www.gvsu.edu/hiring](http://www.gvsu.edu/hiring) using your GVSU Network account.
3. Click the menu button in the top right corner of the screen.
4. Click **My Job Approvals** which is under the **Jobs** category.
5. Click **View** next to the job you are approving and the job card will appear.
6. Scroll down to Position Details in the **HIRING MANAGER/SEARCH CHAIR** section.
7. Enter the Advertising Summary which is a brief overview of the job. The text you enter in this field is exactly how it will appear on the job website.

Example:

On the job card:



 On the job website:



1. Copy and paste the Position Announcement into the Advertisement Text area.

Example:

* You will receive an email notification when you are required to approve a position.
* **12-Month Adjunct AP and Visiting Faculty Positions** – If you have a 12-Month Adjunct AP position or Visiting Faculty position, you will need to add the Position Announcement Form in the Hiring Manager/Search Chair section for the position to be approved.