Supervisor Instructions to Review and Approve Posting Requisitions and Personnel Actions

When a personnel action request or posting requisition has been submitted for your approval you will receive an email from HRweb@shepherd.edu. The email message will be similar to one of the following.

**Job Posting Submitted for Review/Approval**
A job posting from the department of ____ for the position of ____ has been submitted for review/approval. Please log in to the online system at https://jobs.shepherd.edu/hr to review and perform action on this request.

**Hiring Proposals, Separations, Stipends, New/Modifications to Position Descriptions**
A ___ from the department of ____ for the position of ____ has been submitted for review/approval. Please log in to the online system at https://jobs.shepherd.edu/hr to review and perform action on this request.

To perform action on these requests log in to https://jobs.shepherd.edu/hr using your HR System username and password. If you have never logged on before or have forgotten your password please contact Marsha Branch at extension 5328 or mbranch@shepherd.edu.

Do not use your browser’s “Back”, “Forward”, or “Refresh” buttons to navigate this site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.
After you log in you will see a screen similar to the one below. It will default to the active postings for your area. The navigation bar on the left side will allow you to select the pending action or proposal that requires your review/approval.

At the top of the page you will see a message similar to this:
“Welcome (your name). You are logged in.
Your Current Group: (will either be Employee, Supervisor)

If you are approving actions as the “Supervisor” make sure that the current group listed is “Supervisor”. If it is not, click on “Change User Type” from the left hand navigation bar and change the user type.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Posting Number</th>
<th>Apps In Process</th>
<th>Job Open Date</th>
<th>Job Close Date</th>
<th>Department</th>
<th>Posting Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Sec</td>
<td>000013</td>
<td>0</td>
<td>12-10-2008</td>
<td>Open Until Filled</td>
<td>Human Resources</td>
<td>Posted</td>
</tr>
</tbody>
</table>
If the email you received indicates that you have a pending posting to review, select “Pending Postings” from the left hand navigation bar and a screen similar to the following will appear.

To view the position details, click on the “View” link below the “Job Title”.

![Pending Postings Screen]

You will have the option to edit and/or add comments. To approve and move the action forward in the approval workflow, change the status to “Submit Posting to Director/Dean for Review”. Click on “Continue” and then “Confirm”.

**Please remember that all comments or notes that you add will become part of the history of this posting or action. They can not be removed and can be viewed by everyone with access to the system including, potentially, the employee.**
If the email you received indicates that you have a Hiring Proposal, New or Modification to Position Descriptions, Hire for Stipend, Renew or Modify Stipend or Separation Notice action to review/approve, click on “Pending Actions” from the navigation bar and a screen similar to the following will appear.

Select the action you would like to review/approve. Click on the “View” link under the “Job Title”. You will have the option to edit and/or add comments. To approve and move the action forward in the approval workflow, change the status to “Submit Action to Director/Dean”. Click on “Continue” then “Confirm”.

Please remember that all comments or notes that you add will become part of the history of this posting or action. They can not be removed and can be viewed by everyone with access to the system including, potentially, the employee.