Reviewing and Approving a Posting as Chair/Dean 9/29/2022

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	Change your User Group Click the drop down box Select " Dept Head or Dean/Division Head" It will refresh within a few seconds	Description Marine term Marine Telene to your Callon Recoldment Rysion Marine Reference to your Callon Recoldment Rysion Marine Section Fraction Reference to your Callon Recoldment Rysion Marine Section Fraction
6	Click on the 3 dots in the top left corner Change the module to "Applicant Tracking System"	
7	On the Home Page of the Applicant Tracking module, it will show you the positions that are in your queue to review and approve.	Charlos & Annual
8	Click on the title of the posting you would like to update	
9	Review the posting in its entirety	
10	Click the edit button (next to the title at the top of the posting), if you'd like to make changes to the posting	Posting: Assistant Professor (Eaculty).

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