

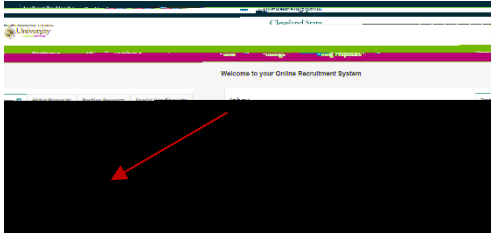
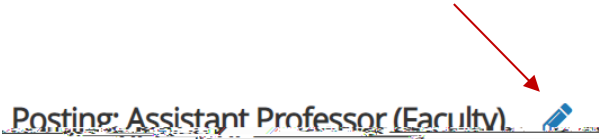


<p>5</p>	<p>Change your User Group</p> <p>Click the drop down box</p> <p>Select " Dept Head or Dean/Division Head"</p> <p>It will refresh within a few seconds</p>	
<p>6</p>	<p>Click on the 3 dots in the top left corner</p> <p>Change the module to " Applicant Tracking System"</p>	
<p>7</p>	<p>On the Home Page of the Applicant Tracking module, it will show you the positions that are in your queue to review and approve.</p>	
<p>8</p>	<p>Click on the title of the posting you would like to update</p>	
<p>9</p>	<p>Review the posting in its entirety</p>	
<p>10</p>	<p>Click the edit button (next to the title at the top of the posting), if you'd like to make changes to the posting</p>	

Dean	Review/Approve
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