



### Supervisor Approval Process for PeopleAdmin

1. Log into the [PeopleAdmin](https://jobs.westga.edu/hr) system (<https://jobs.westga.edu/hr>). Approver will default to the **Applicant Tracking** (blue background) homepage with an **Employee** role.
2. Select **Position Management** (orange background) in the right hand dropdown.
3. Select the **Supervisor** as the user role. A green message will appear at the top indicating that you are viewing the system as a member of the Supervisor group.
4. The approver should default to the **Home** page of the **Position Management** module but if not, click on the **Home** tab to access the **Position Management** home page.
5. The approver will see the **Inbox** on the **Home** page which identifies the transactions that need attention.
6. Click on the appropriate **Inbox** tab. The approver will have four “mailboxes”: **Postings, Hiring Proposals, Position Requests, and Special Handling Lists**.
7. The position or action that needs approval will be displayed on the selected tab. Click on the item to select it for review and to take action on it.
8. The information related to the position will be listed for review.
9. A Supervisor does have the ability to edit the information. Click the blue **Edit** link on any section that needs to have changes made.
10. If changes are made, click the **Save** button to save the updated information. After changes, click on the **Position Request Summary** page to go directly to the summary page.
11. Upon completion of the review, hover over the orange **Take Action on Position Request** (button may also refer to a Hiring Proposal or Posting if either of these actions are being taken). Approver will see three available actions: **Submit to HR Classification** or **Return to Initiator**. Select the appropriate choice.
12. The approver has the ability to enter any **comments** necessary. Comments are not required and they do become part of the position record. Click **Submit**.
13. Approver will see a **green message bar** indicating the position request was successfully transitioned to the next approver.
14. Once the appropriate action is taken and action is completed, the approver may **logout** of PeopleAdmin.