

Reviewer Job Aid

Login

1. From your web browser, navigate to My Akron by clicking on the link at the top of UA's home page <http://www.uakron.edu>.
2. Login with your UANetID and password. **If you do not know your ID and/or your password, contact the Support Desk at 330-972-6888.**
3. Click the **Faculty/Staff** tab.
4. The Approvers area is displayed in the middle of the page. Click **Review Transactions**.



Review a Job Opening

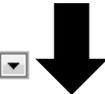
5. The **Approval Status** will default to "**Pending my review**" to show only those transactions which require action. The **Approval Process** will default to "**JobOffer**". If you are reviewing a job opening, click the magnifying glass icon to change the **Approval Process**.

Review Transactions

Susan McKibben

This page allows you to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself. For each request you can get detailed information by selecting the hyperlink.

Approval Status Pending my review



Refresh

Approval Process JobOffer

6. Click the **Look Up** button.
7. From the Search Results list that displays, select "**JobOpening.**"
8. Click the **Refresh** button.

Approval Status Pending my review



Refresh

Approval Process JobOpening

9. The Job Openings display. To review the details, click on the **Job Opening** link.

Select	Job Opening	Job ID	Status	Type	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<input type="checkbox"/>	Research Assoc	700210	Pending	Standard Requisition	Akron Campus	1	1	0		06/24/2015
<input type="checkbox"/>	Asst Teacher Summer CCD	700190	Pending	Standard Requisition	Akron Campus	1	1	0		10/07/2015
<input type="checkbox"/>	Dir. Spec Events & Projects	700188	Pending	Standard Requisition	Akron Campus	1	1	0		10/07/2015
<input type="checkbox"/>	Simulation Tech Specialist Sr	700187	Pending	Standard Requisition	Akron Campus	1	1	0		10/07/2015
<input type="checkbox"/>	Professor, SLPA	700186	Pending	Standard Requisition	Akron Campus	1	1	0		10/07/2015



10. The details of the job opening are displayed. Review the details.

- Click the **Hiring Team** link to view the search committee, recruiting team, and interested parties.
- Click the **Job Postings** link to view the job posting. Click on the job title to see the posting details. Click the **Preview** button to see the actual posting. Click **Cancel** to return to the Job Posting main page.
- Click the **Advertising** link to view utilization, advertising activities, account information for charging background check, advertising and salary/benefits. Click **return to job opening** to go back to the **Job Details**.
- Click the **Activity & Attachments** tab to view attachments that have been uploaded to the job opening.

11. To view the Approval status, click the **Approvals** link.

Manage Job Opening

Save | [Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Previous](#)

Job Opening ID 8687
Job Posting Title Postdoctoral Fellow
Job Code 29504 (Postdoctoral Fellow)
Position Number 00005438 (Postdoctoral Fellow)

Activity & Attachments | Details

[Job Details](#) | [Hiring Team](#) | [Job Postings](#) | [Qualifications](#) | [Screening](#) | [Approvals](#)

Opening Information ?

*Template ID Requisition (Academic)

Job Opening Type Standard Requisition



12. The approval path for the job opening is displayed.

The screenshot shows the 'UA Job Opening Stage 1' approval path. At the top, there are tabs for 'Activity & Attachments' and 'Details'. Below that is a navigation bar with links for 'Job Details', 'Hiring Team', 'Job Postings', 'Qualifications', 'Screening', and 'Approvals'. The main heading is 'UA Job Opening Stage 1'. Underneath, it says 'Job Opening: Pending' and 'UA Job Opening Path'. The path consists of three main stages: 1. 'Approved' by Reynolds, Martha R (Recruiter Group) on 05/18/15 at 1:28 PM. 2. 'Approved' by Hunt, Amber M (Budget/Controller Approver) on 05/19/15 at 8:21 AM. 3. 'Pending' by Multiple Approvers (EEO/AA Approver) and a Reviewer (Weiss, Robert A). The path then leads to a 'Skipped' stage with the message 'No approvers found Approver'. Below the path, there is a 'Status' dropdown menu set to 'Select...' and a 'Comments Text' input field.

13. When you are finished viewing the job opening, log out of My Akron.

NOTE: If you are a "reviewer", you will not be able to make any changes to the job opening.