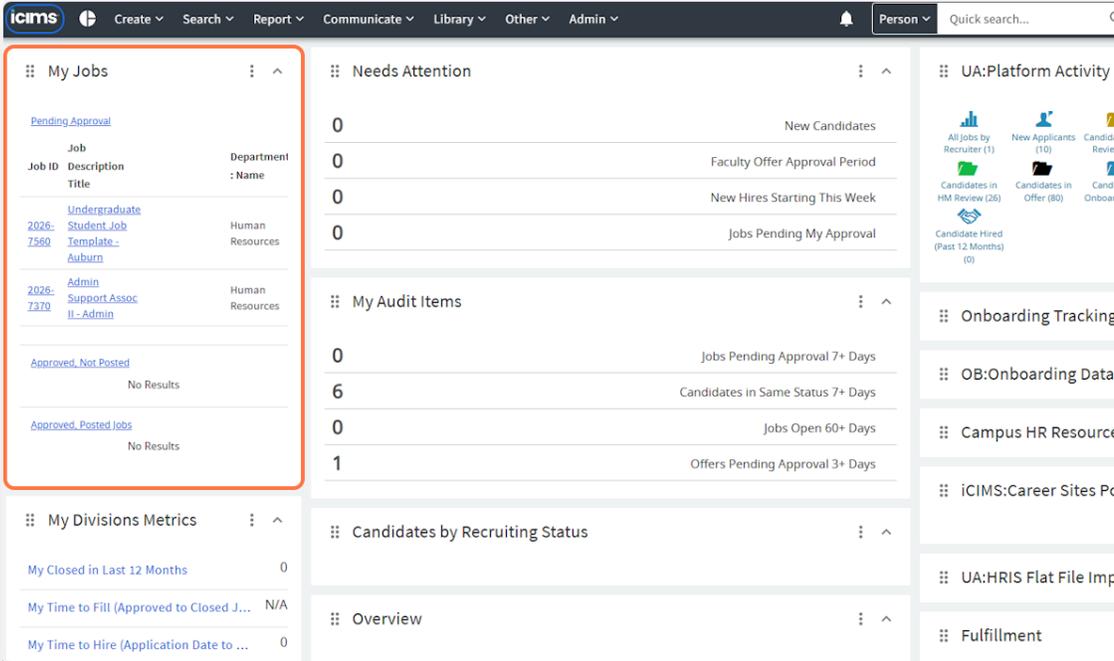


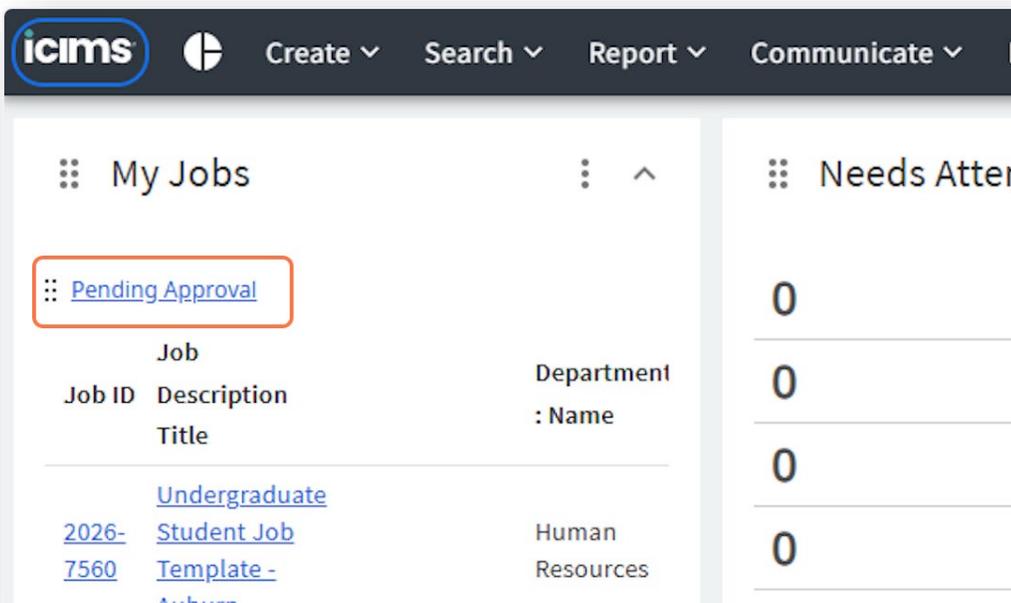


Approving a Job Profile *(from Dashboard)*

1. Locate the **My Jobs** panel on the Dashboard



2. Click **Pending Approval**





3. Click the job

Search: dbr_PendingApprovalJobs Me

Search Form + New Template Share Edit Folder Posting Center Copy + New Task

Search Results (2 Found)

Job ID	Job Description Title	Department : Name
2026-7560	Undergraduate Student Job Tem...	Human Resources
2026-7370	Admin Support Assoc II - Admin	Human Resources

4. Click the **'Detail'** tab

Create ▾ Search ▾ Report ▾ Communicate ▾ Library ▾ Other ▾ Ad

Admin Support Assoc II - Admin Pending Approval # 2026-7370 Auburn, A

Details **Detail** Description Questions Approval Postings Source

ew

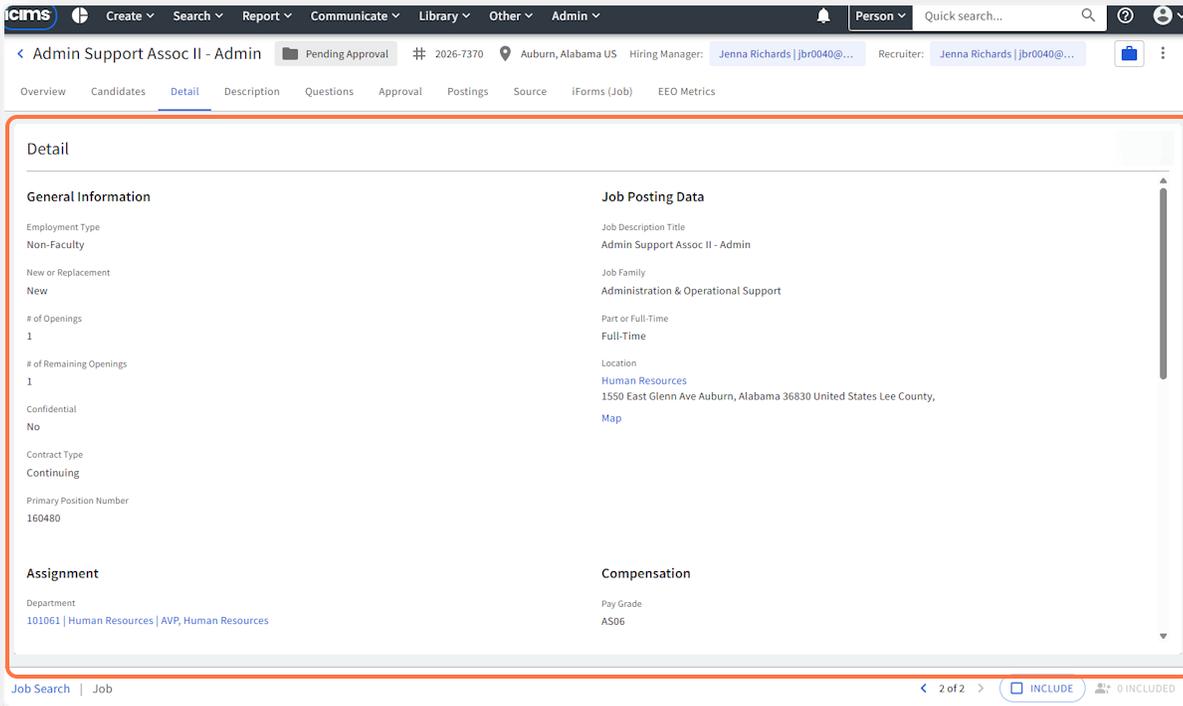
Screening
0
0 TOTAL

Interview
0
0 TOTAL

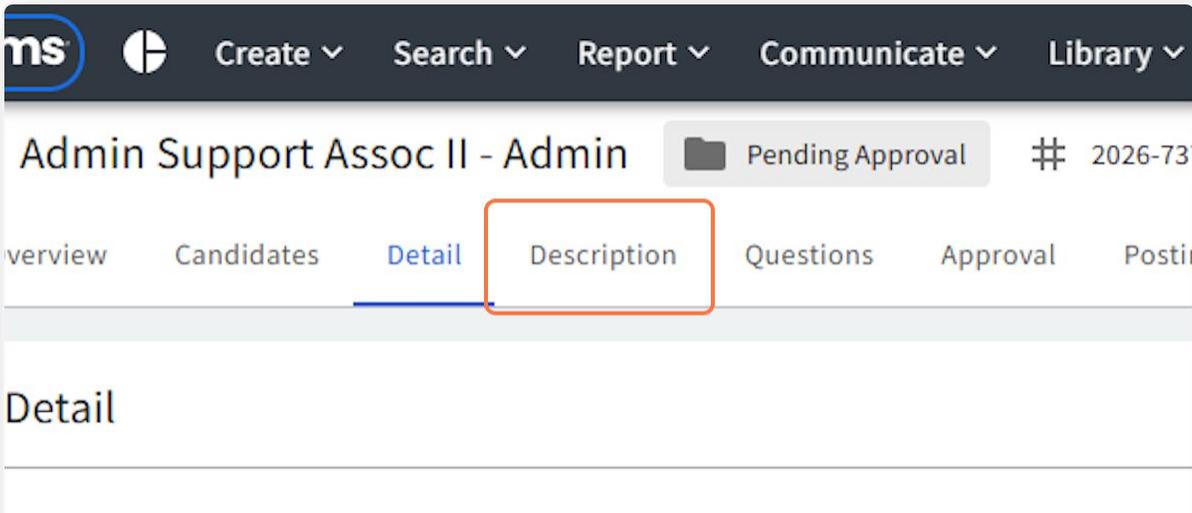
Needing Action Job Posting



5. Review the information for accuracy

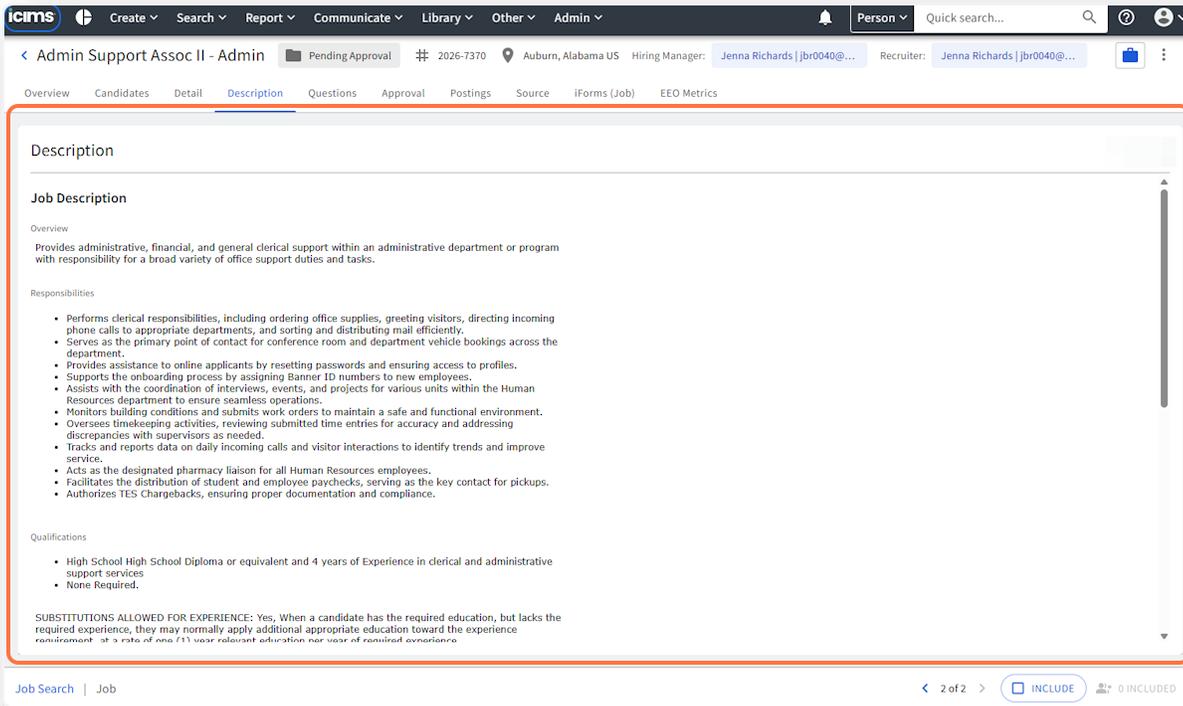


6. Click the 'Description' tab

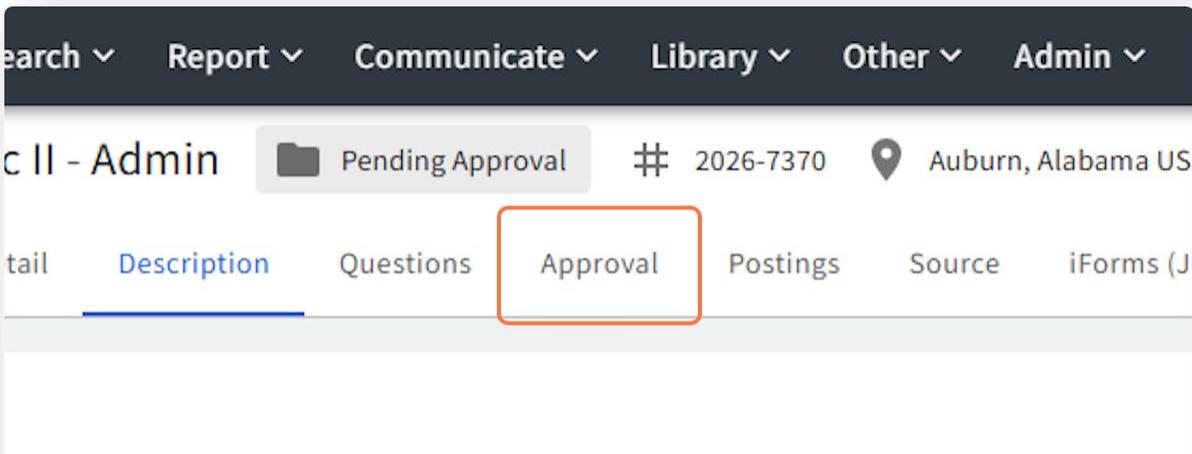




7. Review the Description information



8. Click the 'Approval' tab





9. Enter any edits or notes in the **Approval Notes** text box

Utilize this area if changes are needed within the Detail or Description tabs

The screenshot shows the 'Approval' tab in the iCIMS system. At the top, there is a header with the job title 'Admin Support Assoc II - Admin', status 'Pending Approval', and other details like '2026-7370' and 'Auburn, Alabama US'. Below the header is a navigation menu with tabs for 'Overview', 'Candidates', 'Detail', 'Description', 'Questions', 'Approval', 'Postings', 'Source', 'iForms (Job)', and 'EEO Metrics'. The 'Approval' tab is active. Below the navigation menu, there is an 'Edit' button and a 'More' dropdown. The main content area shows a table with one row for 'Delys Wiggins' with columns for 'Approver', 'Phone', 'Date', 'Status', 'Resend', and 'Skip'. Below the table, there is a message: 'You can approve or decline this pending job from this page. Please enter any comments or notes you have and then choose **Approve** or **Decline**. If you do not click one of the buttons below, the approval/decline will not complete.' Underneath this message is the 'Approval Notes' section with a text box containing the word 'Approved'. The text box is highlighted with an orange border. At the bottom of the interface are two buttons: a red 'Decline' button and a green 'Approve' button.

10. Click **Approve** or **Decline**

This screenshot is similar to the previous one, showing the same approval interface. However, the 'Approve' button at the bottom right is highlighted with an orange border, indicating the next step in the process. The 'Approval Notes' text box still contains the word 'Approved'.