



# Senior Business Coordinator Reference Guide

**UHCL**

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Senior Business Coordinator Reference Guide

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## Senior Business Coordinator Requisition Approval Process

### Overview

In this guide, you will learn how to identify, review, and approve or reject a requisition.

### Important Things to Remember

- The appropriate Senior Business Coordinator will receive a *Requisition Approval Request* notification email indicating a requisition requires their review and approval.

**Steps for Approving A Requisition**

| Steps  | Screen Image   |
|--|--|
| <p>You will receive a <b>Requisition Approval Request</b> notification email indicating a requisition requires your review and approval in Taleo.</p> <p><b>Note:</b> Notification emails are sent to your designated UHCL Microsoft Outlook email accounts.</p> <p>1. To Access Taleo Administration site, <b>Click on link.</b> (Alternative: Copy and Paste Link into Web Browser)</p> <p><b>Note:</b> Bookmark this link for future use.</p> <p>The <b>Employment</b> Page displays.</p> | <div data-bbox="695 423 1896 951" style="border: 1px solid black; padding: 5px;"> <p><b>From:</b> E-Share [<a href="mailto:Careers@uh.edu">mailto:Careers@uh.edu</a>]<br/> <b>Sent:</b> Monday, May 01, 2017 12:12 PM<br/> <b>To:</b> Clark, Susanne M &lt;<a href="mailto:clark@uhcl.edu">clark@uhcl.edu</a>&gt;<br/> <b>Subject:</b> [External - Whitelisted] Requisition Approval Request - Director, Art School (STA001116)</p> <p>Abby D Varela has requested approval for a requisition in Taleo. Please log into Taleo and navigate to the Tasks section of the dashboard.</p> <p><b>Requisition Approval Request</b><br/> Requisition Title: <b>Director, Art School</b><br/> Requisition ID: <b>STA001116</b><br/> Requested by: <b>Abby D Varela</b><br/> Comments: <b>Please approve.</b></p> <p>Best regards,<br/> Human Resources Department</p> <p>Replies to this message are undeliverable and will not reach the System Administrator. Please do not reply.</p> </div> <div data-bbox="695 1008 1896 1146" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b>1</b>      <u><b>Link To Access Taleo Administration site:</b></u></p> <p style="text-align: center;"><a href="https://www.uhcl.edu/human-resources/employment/index.aspx">https://www.uhcl.edu/human-resources/employment/index.aspx</a></p> </div> |

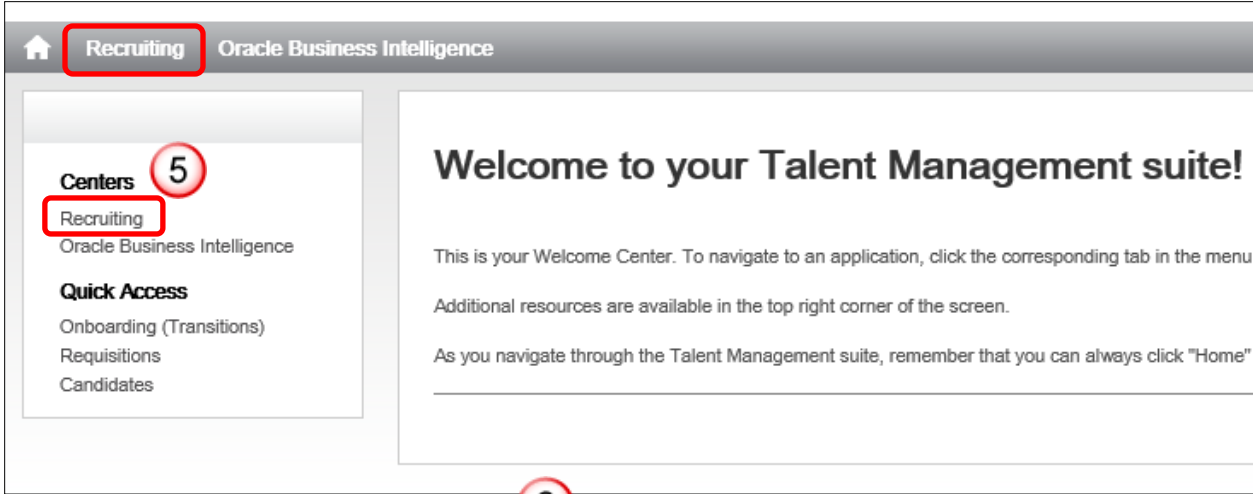
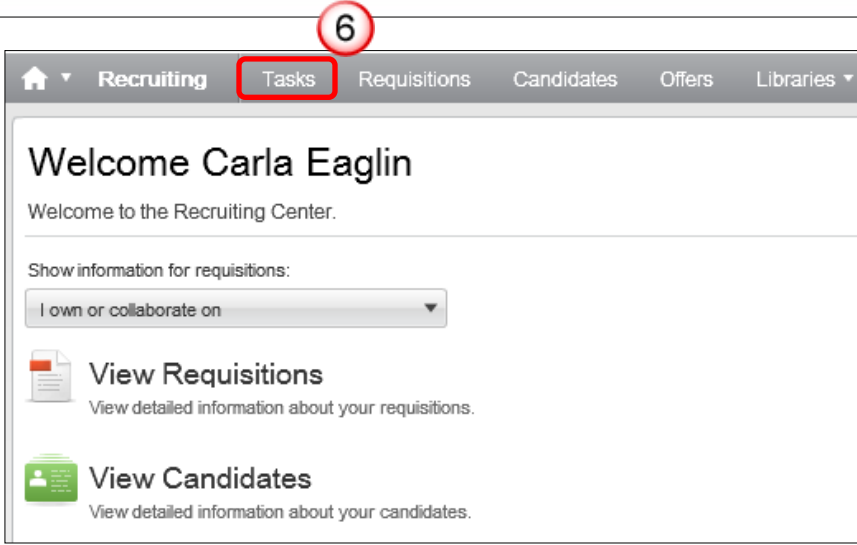
**Steps for Approving A Requisition**

| Steps  | Screen Image |
|--|--------------|
| <p>2. Click on <b>“Access the TALEO Administration Site”</b>.</p> <p>The <b>UHCL Taleo User Sign In</b> screen displays.</p> <p><b>Note:</b> Taleo performs best via Internet Explorer or Google Chrome.</p> |              |

**Steps for Approving A Requisition**

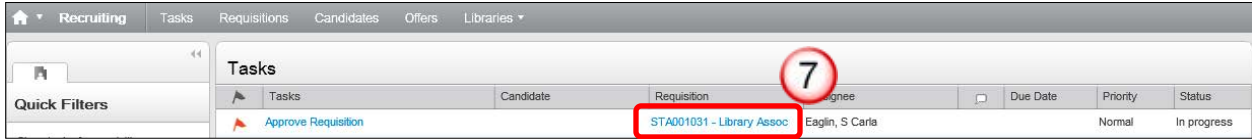
| Steps  | Screen Image |
|--|--------------|
| <p>3. <b>Sign In</b> to your Senior Business Coordinator Account.</p> <p>4. <b>Click on “Sign In”.</b></p> <p>The <b>Taleo Welcome Page</b> screen displays.</p> <p><b>Note:</b> Log-in utilizing your UHCL <u>Computer</u> credentials.<br/>(Ex. Username: Last Name)</p> |              |

**Steps for Approving A Requisition**

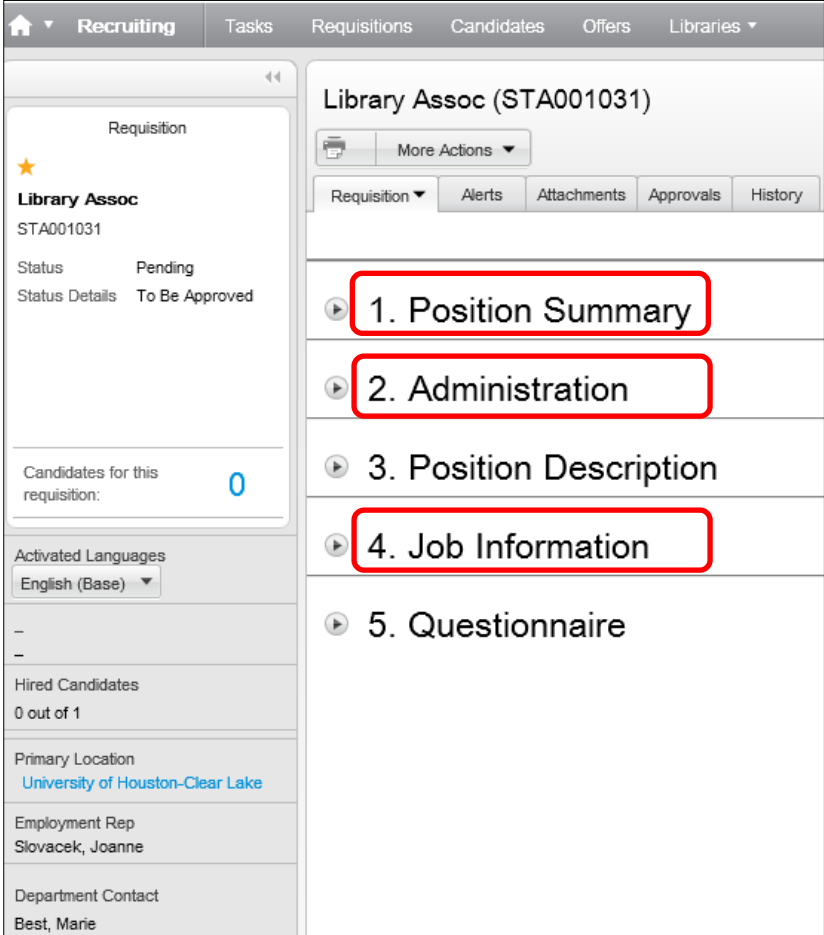
| Steps  | Screen Image  |
|--|---|
| <p>5. Click on <b>“Recruiting”</b> Tab.</p> <p>The <b>Recruiting Center</b> screen displays.</p> |  <p>The screenshot shows the Oracle Business Intelligence Recruiting Center. The top navigation bar includes a home icon, a 'Recruiting' tab highlighted with a red box, and the text 'Oracle Business Intelligence'. Below the navigation bar, there is a 'Centers' section with a red circle containing the number 5 over the 'Recruiting' link. Underneath 'Centers' is a 'Quick Access' section with links for 'Onboarding (Transitions)', 'Requisitions', and 'Candidates'. The main content area displays a welcome message: 'Welcome to your Talent Management suite!' followed by instructions on how to navigate the suite.</p>  |
| <p>6. Click on <b>“Tasks”</b> Tab.</p> <p>The <b>Tasks</b> screen displays.</p>                  |  <p>The screenshot shows the Oracle Business Intelligence Recruiting Center 'Tasks' screen. The top navigation bar includes a home icon, a 'Recruiting' dropdown menu, a 'Tasks' tab highlighted with a red box, and other tabs for 'Requisitions', 'Candidates', 'Offers', and 'Libraries'. The main content area displays a personalized welcome message: 'Welcome Carla Eaglin' and 'Welcome to the Recruiting Center.' Below this is a dropdown menu for 'Show information for requisitions:' with the option 'I own or collaborate on'. There are two main action items: 'View Requisitions' (with a document icon) and 'View Candidates' (with a person icon), each with a brief description of what they provide.</p> |



**Steps for Approving A Requisition**

| Steps  | Screen Image  |
|--|---|
| <p>7. <b>Click</b> on appropriate Requisition. <i>(Identified by Job Title)</i></p> <p>The selected <b>Requisition</b> will display.</p> <p><b>Note:</b> All Requisitions requiring approval will be listed under the Tasks Tab.</p> |  <p>The screenshot shows the 'Recruiting' system interface. At the top, there are navigation tabs: Recruiting, Tasks, Requisitions, Candidates, Offers, and Libraries. Below this is a 'Tasks' section with a 'Quick Filters' sidebar on the left. The main area displays a table with columns: Tasks, Candidate, Requisition, Assignee, Due Date, Priority, and Status. A single row is visible with the following data: 'Approve Requisition' (with a red arrow icon), a blank cell for Candidate, 'STAD01031 - Library Assoc' (highlighted with a red box), 'Eaglin, S Carla', 'Normal', and 'In progress'. A red circle with the number '7' is positioned above the 'Requisition' cell.</p> |

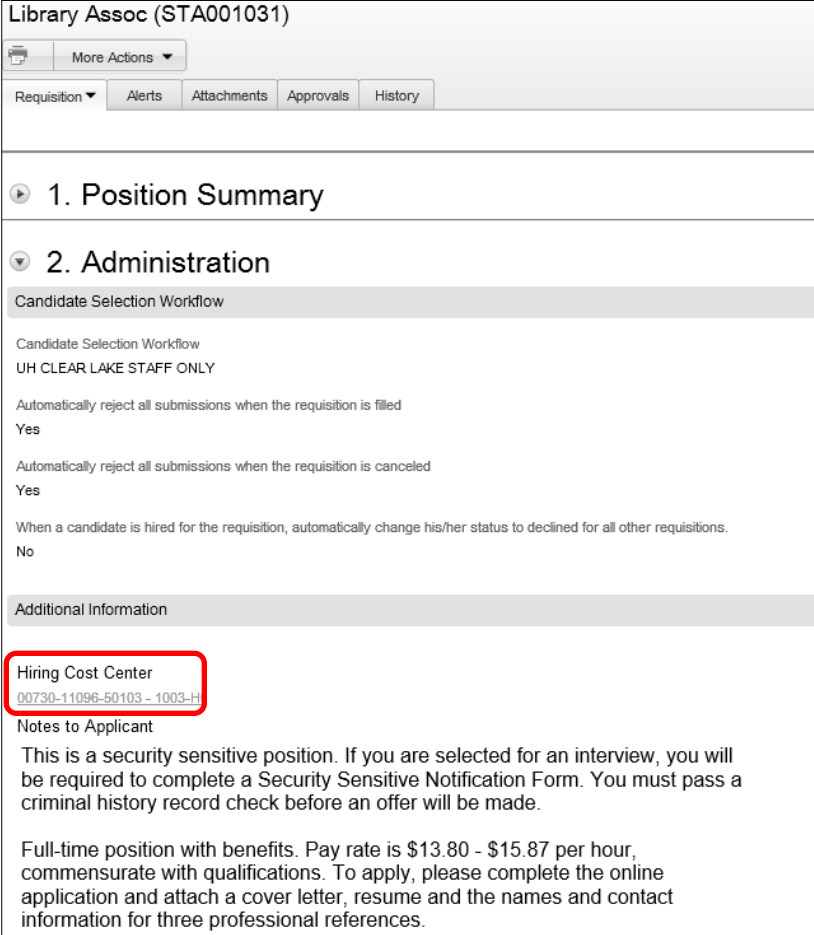
**Steps for Approving A Requisition**

| Steps  | Screen Image  |
|--|---|
| <p><b>Note:</b> As a Senior Business Coordinator, you will focus on the following sections:</p> <p><b>Position Summary:</b> Review and Confirm <i>Position Number</i>, <i>Position Title</i>, and <i>Job Code</i> are Correct.</p> <p><b>Administration:</b> Review and Confirm appropriate <i>Hiring Cost Center</i> is correct.</p> <p><b>Job Information:</b> Review and Confirm <i>Salary</i>, <i>Minimum Salary</i>, <i>FTE</i>, <i>Grade</i>, <i>Schedule</i>, and <i>Midpoint Salary</i> are correct.</p> |  <p>The screenshot displays the 'Library Assoc (STA001031)' requisition page. On the left side, there is a navigation pane with five items: '1. Position Summary', '2. Administration', '3. Position Description', '4. Job Information', and '5. Questionnaire'. The first four items are highlighted with red rectangular boxes. The main content area shows the requisition details, including the title 'Library Assoc', ID 'STA001031', status 'Pending', and location 'University of Houston-Clear Lake'. There are also sections for 'Candidates for this requisition' (0) and 'Activated Languages' (English (Base)).</p> |

**Steps for Approving A Requisition**

| Steps  | Screen Image  |
|--|---|
| <p><b>Position Summary:</b> Review and Confirm <i>Position Number</i>, <i>Position Title</i>, and <i>Job Code</i> are Correct.</p> | <p>The screenshot displays the 'Library Assoc (STA001031)' requisition page. At the top, there is a 'More Actions' dropdown menu and a navigation bar with tabs for 'Requisition', 'Alerts', 'Attachments', 'Approvals', and 'History'. The main content area is titled '1. Position Summary' and includes a 'Position Details' section. The details are as follows:</p> <ul style="list-style-type: none"> <li>Number of Openings: 1</li> <li>Position Title: Library Assoc</li> <li>Job Code: 5422_UHC - Library Assoc</li> <li>Justification: New Position</li> <li>Department: PC - Library</li> <li>College: Information Resources</li> <li>Position Number: 01010436 - 01010436 - Library Assoc - PC - Library C2008 - JobCode</li> </ul> |

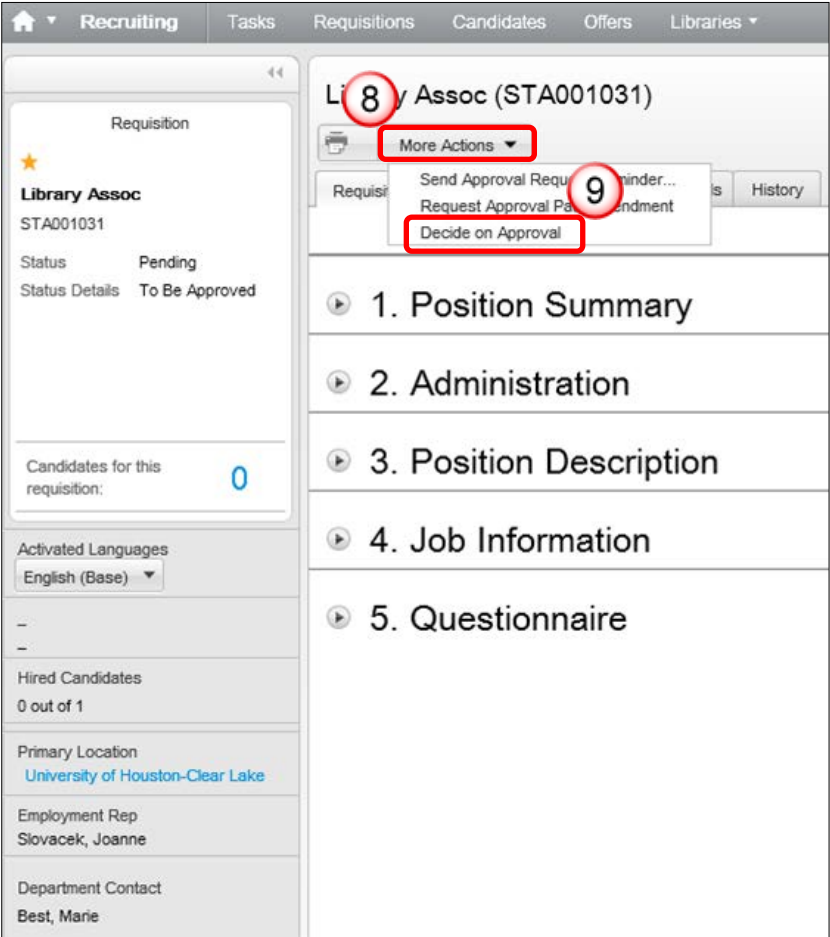
**Steps for Approving A Requisition**

| Steps  | Screen Image  |
|--|---|
| <p><b>Administration:</b> Review and Confirm appropriate <i>Hiring Cost Center</i> is correct.</p> |  <p>Library Assoc (STA001031)</p> <p>More Actions</p> <p>Requisition Alerts Attachments Approvals History</p> <p>1. Position Summary</p> <p>2. Administration</p> <p>Candidate Selection Workflow</p> <p>Candidate Selection Workflow<br/>UH CLEAR LAKE STAFF ONLY</p> <p>Automatically reject all submissions when the requisition is filled<br/>Yes</p> <p>Automatically reject all submissions when the requisition is canceled<br/>Yes</p> <p>When a candidate is hired for the requisition, automatically change his/her status to declined for all other requisitions.<br/>No</p> <p>Additional Information</p> <p>Hiring Cost Center<br/>00730-11096-50103 - 1003-H</p> <p>Notes to Applicant</p> <p>This is a security sensitive position. If you are selected for an interview, you will be required to complete a Security Sensitive Notification Form. You must pass a criminal history record check before an offer will be made.</p> <p>Full-time position with benefits. Pay rate is \$13.80 - \$15.87 per hour, commensurate with qualifications. To apply, please complete the online application and attach a cover letter, resume and the names and contact information for three professional references.</p> |

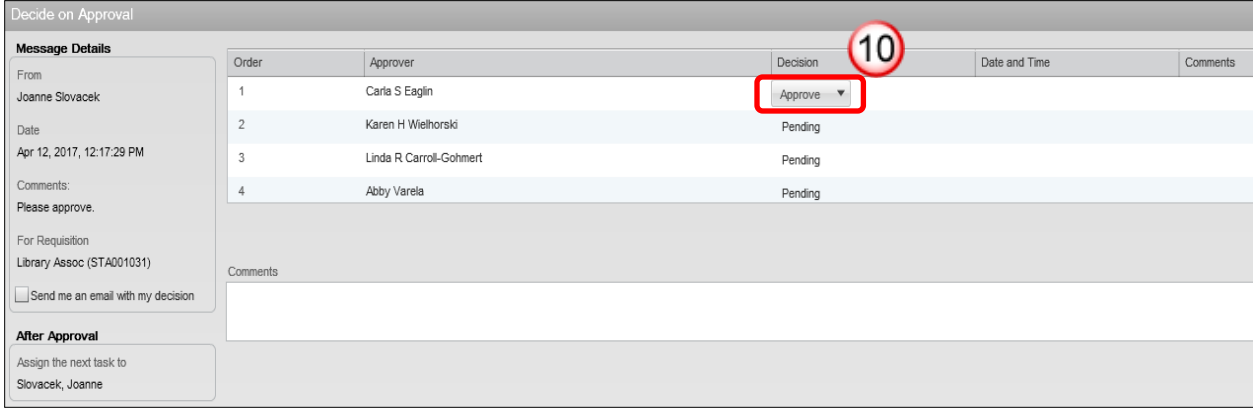
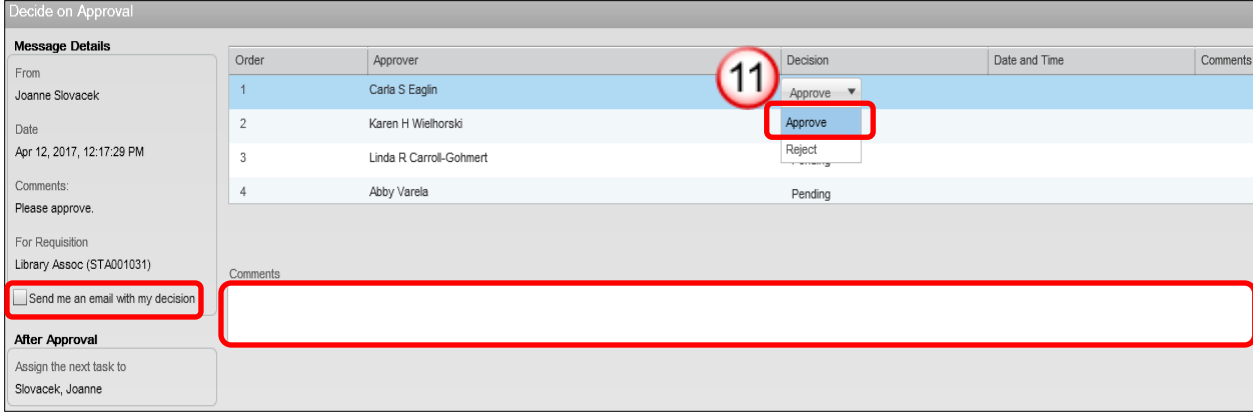
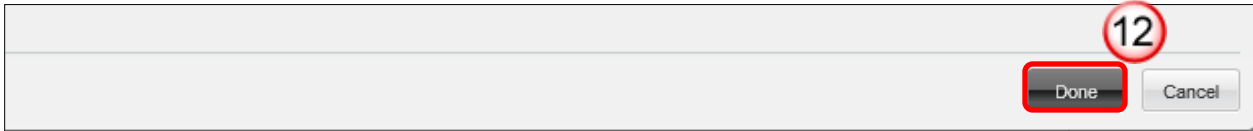
**Steps for Approving A Requisition**

| Steps   | Screen Image  |
|---|---|
| <p><b>Job Information:</b> Review and Confirm <i>Grade, Salary, Minimum Salary, Midpoint Salary, FTE, and Schedule</i> are correct.</p> | <p>The screenshot shows the 'Job Information' section of a requisition for 'Library Assoc (STA001031)'. The 'Compensation' section is expanded, showing the following details:</p> <ul style="list-style-type: none"> <li><b>Grade:</b> HRY-120</li> <li><b>Pay Basis:</b> Hourly</li> <li><b>Annualization Factor:</b> 52</li> <li><b>Minimum Salary:</b> 13.80</li> <li><b>Salary:</b> 13.80 - 15.87</li> <li><b>Midpoint Salary:</b> 15.87</li> <li><b>FTE:</b> 0.5</li> <li><b>Schedule:</b> Part-time</li> </ul> <p>The 'Profile' section is partially visible below, showing 'Employee Status' as 'Regular/Benefits', 'Shift' as 'Day', and 'EEO Job Category' as 'No EEO-4 Reporting'.</p> |

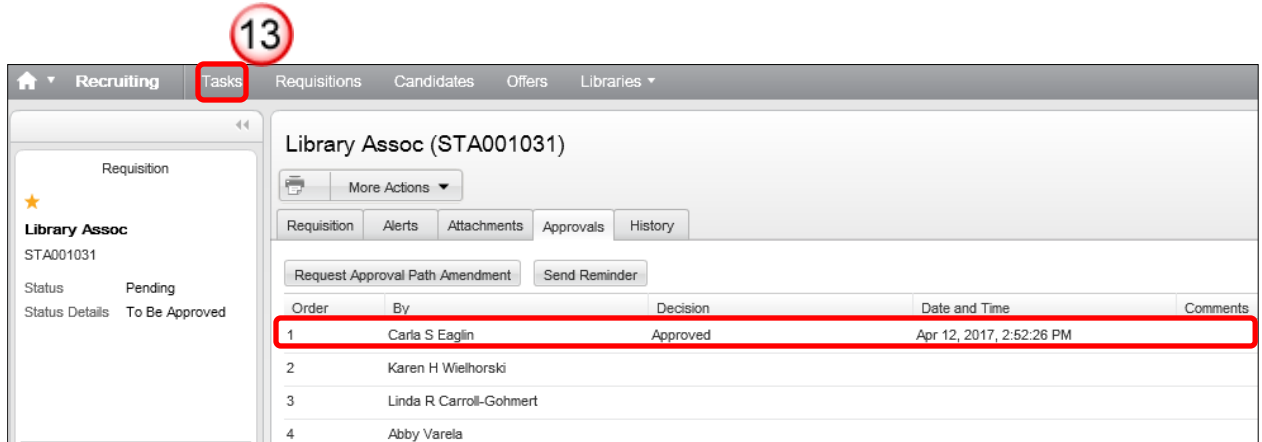
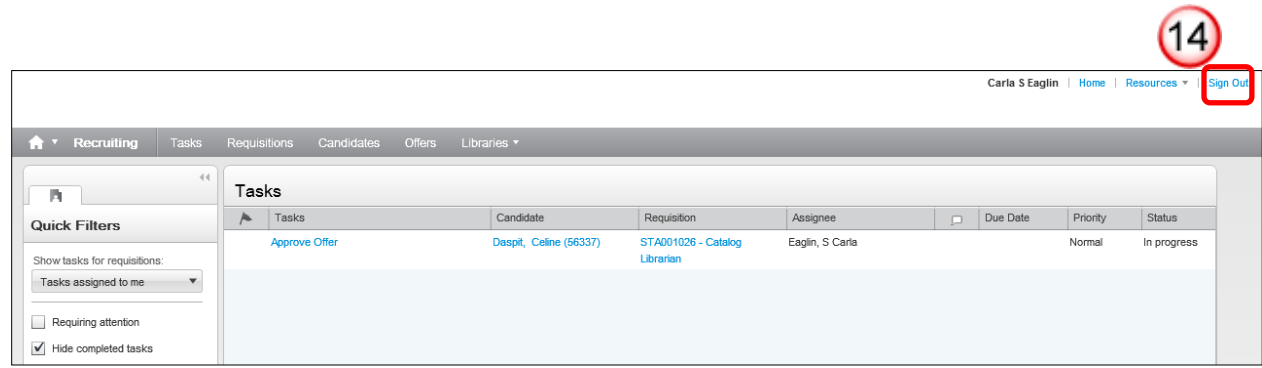
**Steps for Approving A Requisition**

| Steps  | Screen Image  |
|--|---|
| <p>8. Click on <b>More Actions</b> Tab.</p> <p>The <b>More Actions</b> drop down menu will display.</p> <p>9. From the More Actions drop down menu, Click on <b>Decide on Approval</b>.</p> <p>The <b>Decide on Approvals</b> screen will display.</p> <p><b>Note:</b> All other available options are <u>NOT</u> relevant to your designated tasks within this process.</p> |  <p>The screenshot displays the HR system interface. At the top, there are navigation tabs: Recruiting, Tasks, Requisitions, Candidates, Offers, and Libraries. The main content area shows a requisition for 'Library Assoc (STA001031)' with a status of 'Pending' and 'To Be Approved'. A 'More Actions' dropdown menu is open, showing options: 'Send Approval Request', 'Request Approval Payment', and 'Decide on Approval'. The 'Decide on Approval' option is highlighted with a red box. Below the menu, there is a list of sections: 1. Position Summary, 2. Administration, 3. Position Description, 4. Job Information, and 5. Questionnaire. On the left side of the interface, there is a sidebar with details for the requisition, including 'Activated Languages' (English (Base)), 'Hired Candidates' (0 out of 1), 'Primary Location' (University of Houston-Clear Lake), 'Employment Rep' (Slovacek, Joanne), and 'Department Contact' (Best, Marie).</p> |

**Steps for Approving A Requisition**

| Steps  | Screen Image  |
|--|---|
| <p>10. From the <i>Decisions</i> tab, <b>Click on <i>Approve</i></b>.</p> <p>The <b>Approve</b> drop down menu will display.</p> <p>11. <b>Click on <i>Approve</i></b>. (<i>The <b>Comments</b> section is <u>not</u> a required field. Enter any additional information if necessary</i>).</p> <p><b>Note:</b> If Requisition is <b>Rejected</b>, justification is <u>required</u> in <b>Comments</b> section (<i>System returns Requisition to Initiator</i>).</p> <p><b>Note:</b> Under Message Details, you may choose to receive an email with your decision. <b>Click</b> checkbox next to <b><i>“Send me an email with my decision”</i></b>.</p> <p>12. <b>Click on <i>Done</i></b> (<i>At bottom of screen</i>).</p> <p>Under the <b>Requisitions</b> Page, the <b>Approvals</b> tab will display.</p> |  <p>The screenshot shows the 'Decide on Approval' window. On the left, 'Message Details' includes 'From: Joanne Slovacek', 'Date: Apr 12, 2017, 12:17:29 PM', and 'Comments: Please approve.' Below this is a checkbox for 'Send me an email with my decision' and an 'After Approval' section with 'Assign the next task to: Slovacek, Joanne'. The main table has columns: Order, Approver, Decision, Date and Time, and Comments. Row 1 (Order 1, Approver Carla S Eaglin) has a dropdown menu open with 'Approve' selected, highlighted by a red circle '10' and a red box. Rows 2, 3, and 4 show 'Pending' in the Decision column.</p>  <p>This screenshot is similar to the previous one, but the dropdown menu for Order 1 is expanded to show 'Approve' and 'Reject' options. A red circle '11' and a red box highlight the 'Approve' option. The 'Send me an email with my decision' checkbox is also highlighted with a red box.</p>  <p>This screenshot shows the bottom of the 'Decide on Approval' window with 'Done' and 'Cancel' buttons. A red circle '12' highlights the 'Done' button.</p> |

Steps for Approving A Requisition

| Steps  | Screen Image   |                               |                          |          |               |             |   |                |          |                          |  |   |                    |  |  |  |   |                         |  |  |  |   |             |  |  |  |       |           |             |          |          |          |        |               |                        |                               |                 |  |        |             |
|--|--|-------------------------------|--------------------------|----------|---------------|-------------|---|----------------|----------|--------------------------|--|---|--------------------|--|--|--|---|-------------------------|--|--|--|---|-------------|--|--|--|-------|-----------|-------------|----------|----------|----------|--------|---------------|------------------------|-------------------------------|-----------------|--|--------|-------------|
| <p>Approval Path is listed under the <b>Approvals</b> tab.</p> <p>13. Click on <b>Tasks</b> tab to complete additional pending tasks.</p> <p>The <b>Tasks Page</b> screen will display.</p> <p>Repeat Steps to approve additional Requisitions.</p> <p>14. Click on <b>Sign Out</b> (If no additional pending tasks to complete)</p> <p><b>Note:</b> Requisition is sent to next approver.</p> <p><b>You have completed this task.</b></p> |  <p>The screenshot shows the 'Library Assoc (STA001031)' page. The 'Tasks' tab is highlighted with a red box and a circled '13'. Below the navigation tabs, there are buttons for 'Request Approval Path Amendment' and 'Send Reminder'. A table lists the approval path with the following data:</p> <table border="1"> <thead> <tr> <th>Order</th> <th>By</th> <th>Decision</th> <th>Date and Time</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Carla S Eaglin</td> <td>Approved</td> <td>Apr 12, 2017, 2:52:26 PM</td> <td></td> </tr> <tr> <td>2</td> <td>Karen H Wielhorski</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Linda R Carroll-Gohmert</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>Abby Varela</td> <td></td> <td></td> <td></td> </tr> </tbody> </table><br> <p>The screenshot shows the 'Tasks' page. The 'Sign Out' button in the top right corner is highlighted with a red box and a circled '14'. The main content area shows a table of tasks with the following data:</p> <table border="1"> <thead> <tr> <th>Tasks</th> <th>Candidate</th> <th>Requisition</th> <th>Assignee</th> <th>Due Date</th> <th>Priority</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Approve Offer</td> <td>Despit, Celine (56337)</td> <td>STA001026 - Catalog Librarian</td> <td>Eaglin, S Carla</td> <td></td> <td>Normal</td> <td>In progress</td> </tr> </tbody> </table> | Order                         | By                       | Decision | Date and Time | Comments    | 1 | Carla S Eaglin | Approved | Apr 12, 2017, 2:52:26 PM |  | 2 | Karen H Wielhorski |  |  |  | 3 | Linda R Carroll-Gohmert |  |  |  | 4 | Abby Varela |  |  |  | Tasks | Candidate | Requisition | Assignee | Due Date | Priority | Status | Approve Offer | Despit, Celine (56337) | STA001026 - Catalog Librarian | Eaglin, S Carla |  | Normal | In progress |
| Order  | By   | Decision                      | Date and Time            | Comments |               |             |   |                |          |                          |  |   |                    |  |  |  |   |                         |  |  |  |   |             |  |  |  |       |           |             |          |          |          |        |               |                        |                               |                 |  |        |             |
| 1  | Carla S Eaglin   | Approved                      | Apr 12, 2017, 2:52:26 PM |          |               |             |   |                |          |                          |  |   |                    |  |  |  |   |                         |  |  |  |   |             |  |  |  |       |           |             |          |          |          |        |               |                        |                               |                 |  |        |             |
| 2  | Karen H Wielhorski   |                               |                          |          |               |             |   |                |          |                          |  |   |                    |  |  |  |   |                         |  |  |  |   |             |  |  |  |       |           |             |          |          |          |        |               |                        |                               |                 |  |        |             |
| 3  | Linda R Carroll-Gohmert  |                               |                          |          |               |             |   |                |          |                          |  |   |                    |  |  |  |   |                         |  |  |  |   |             |  |  |  |       |           |             |          |          |          |        |               |                        |                               |                 |  |        |             |
| 4  | Abby Varela  |                               |                          |          |               |             |   |                |          |                          |  |   |                    |  |  |  |   |                         |  |  |  |   |             |  |  |  |       |           |             |          |          |          |        |               |                        |                               |                 |  |        |             |
| Tasks  | Candidate  | Requisition                   | Assignee                 | Due Date | Priority      | Status      |   |                |          |                          |  |   |                    |  |  |  |   |                         |  |  |  |   |             |  |  |  |       |           |             |          |          |          |        |               |                        |                               |                 |  |        |             |
| Approve Offer  | Despit, Celine (56337)   | STA001026 - Catalog Librarian | Eaglin, S Carla          |          | Normal        | In progress |   |                |          |                          |  |   |                    |  |  |  |   |                         |  |  |  |   |             |  |  |  |       |           |             |          |          |          |        |               |                        |                               |                 |  |        |             |



## Senior Business Coordinator Offer Approval Process

### Overview

- In this guide, you will learn how to identify, review, and approve or reject an offer.

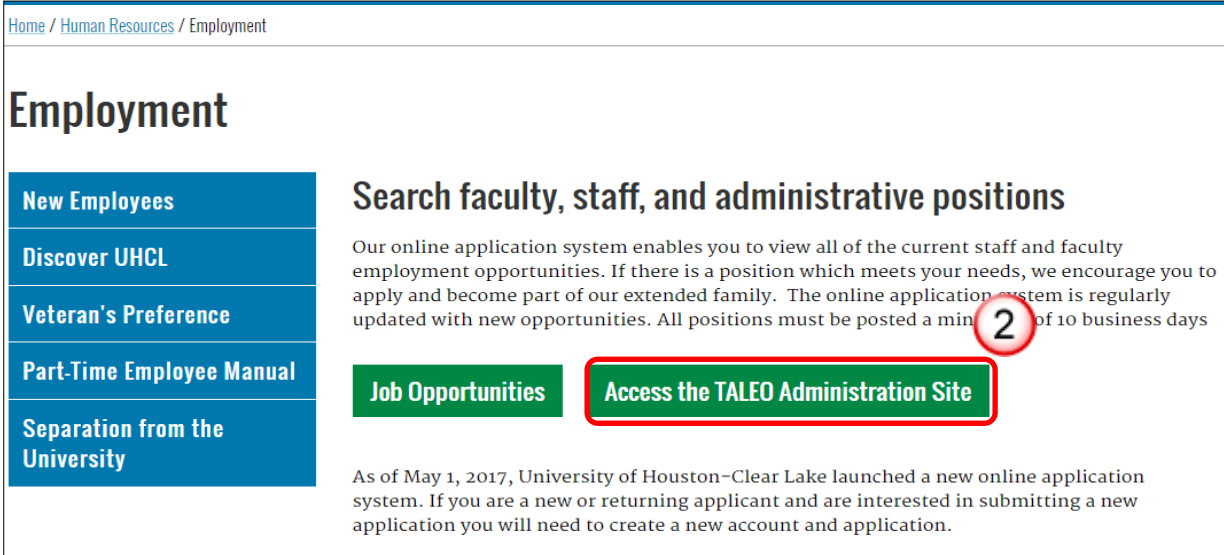
### Important Things to Remember

- The appropriate Senior Business Coordinator will receive an *Offer Approval Request* notification email indicating an offer requires their review and approval.

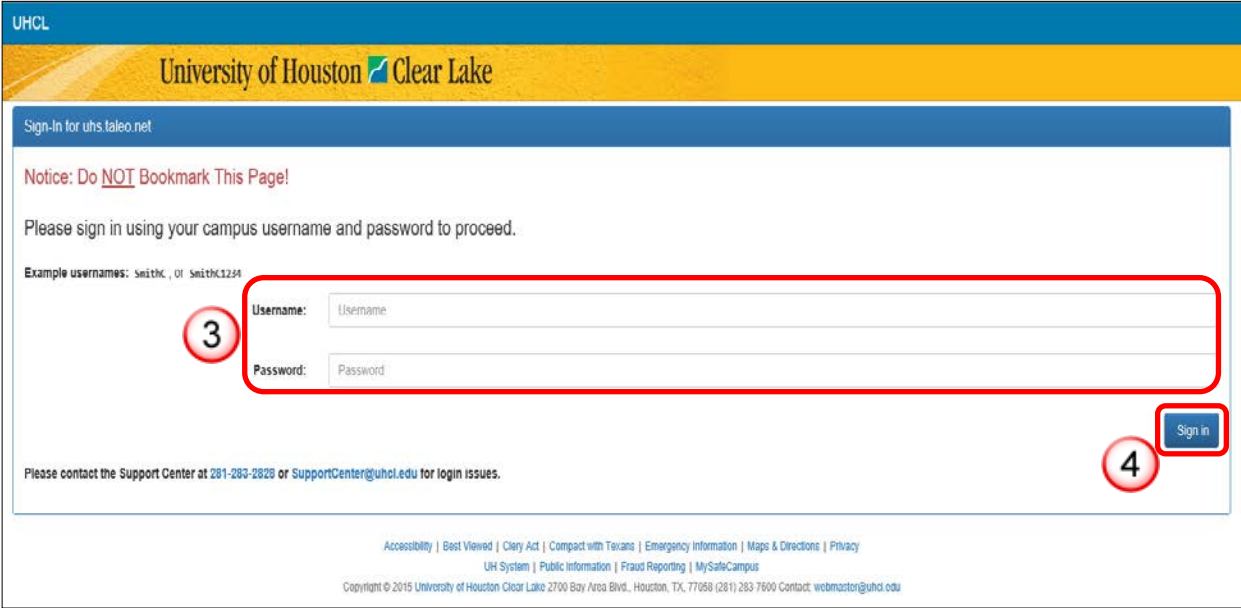
**Steps for Approving An Offer**

| Steps  | Screen Image  |
|--|---|
| <p>You will receive an <b>Offer Approval Request</b> notification email indicating an Offer requires your review and approval in Taleo.</p> <p><b>Note:</b> Notification emails are sent to your designated UHCL Microsoft Outlook email accounts.</p> <p>1. To Access Taleo Administration site, <b>Click on link.</b> (Alternative: Copy and Paste Link into Web Browser)</p> <p><b>Note:</b> Bookmark this link for future use.</p> <p>The <b>Employment</b> Page displays.</p> | <div data-bbox="697 409 1896 919" style="border: 1px solid black; padding: 5px;"> <p>From: E-Share [<a href="mailto:Careers@uh.edu">mailto:Careers@uh.edu</a>]<br/>                     Sent: Monday, May 01, 2017 12:12 PM<br/>                     To: Clark, Susanne M &lt;<a href="mailto:clark@uhcl.edu">clark@uhcl.edu</a>&gt;<br/>                     Subject: [External - Whitelisted] Offer Approval Request – Director, Art School (STA001116)</p> <p>Abby D Varela has requested approval for an offer in Taleo. Please log into Taleo and navigate to the Tasks section of the dashboard.</p> <p><b>Offer Approval Request</b></p> <p>Requisition Title: <b>Director, Art School</b><br/>                     Requisition ID: <b>STA001116</b><br/>                     Requested by: <b>Abby D Varela</b><br/>                     Comments: <b>Please approve.</b></p> <p>Best regards,<br/>                     Human Resources Department</p> <p>Replies to this message are undeliverable and will not reach the System Administrator. Please do not reply.</p> </div> <div data-bbox="697 997 1896 1185" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b><u>Link To Access Taleo Administration site:</u></b></p> <p style="text-align: center;"> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 6px; display: inline-block; margin-right: 5px;">1</span> <a href="https://www.uhcl.edu/human-resources/employment/index.aspx" style="border: 1px solid red; border-radius: 15px; padding: 2px 10px; display: inline-block; color: blue; text-decoration: underline;">https://www.uhcl.edu/human-resources/employment/index.aspx</a> </p> </div> |

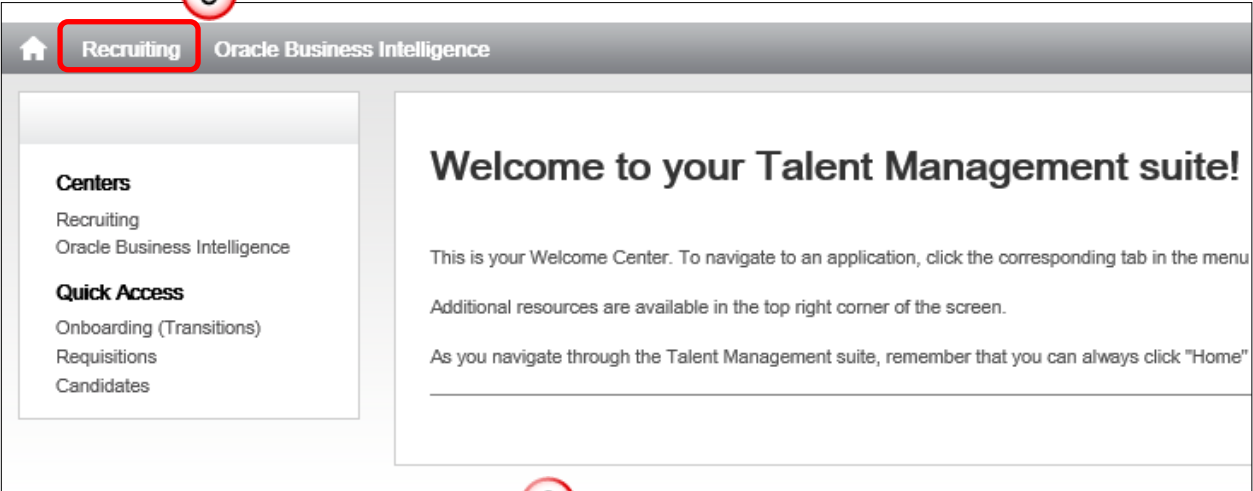
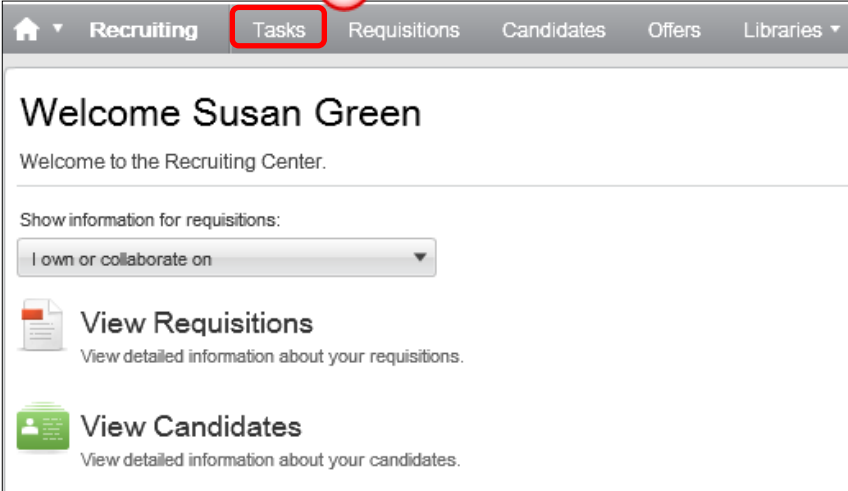
**Steps for Approving An Offer**

| Steps   | Screen Image   |
|---|--|
| <p>2. Click on <b>“Access the TALEO Administration Site”</b>.</p> <p>The UHCL Taleo User Sign In screen displays.</p> <p><b>Note:</b> Taleo performs best via Internet Explorer or Google Chrome.</p> |  <p>The screenshot shows the 'Employment' section of the UHCL website. On the left is a navigation menu with links: 'New Employees', 'Discover UHCL', 'Veteran's Preference', 'Part-Time Employee Manual', and 'Separation from the University'. The main content area is titled 'Search faculty, staff, and administrative positions' and includes a paragraph about the online application system. A red circle with the number '2' is placed over the 'Access the TALEO Administration Site' button, which is also highlighted with a red rectangular box. Below the main text, there is a paragraph starting with 'As of May 1, 2017, University of Houston–Clear Lake launched a new online application system...'.</p> |


**Steps for Approving An Offer**

| Steps   | Screen Image  |
|---|---|
| <p>3. <b>Sign In</b> to your Senior Business Coordinator Account.</p> <p>4. <b>Click on “Sign In”.</b></p> <p>The <b>Taleo Welcome Page</b> screen displays.</p> <p><b>Note:</b> Log-in utilizing your UHCL <u>Computer</u> credentials.<br/>(Ex. <i>Username:</i> Last Name)</p> |  |

**Steps for Approving An Offer**

| Steps  | Screen Image  |
|--|---|
| <p>5. Click on <b>“Recruiting”</b> Tab.</p> <p>The <b>Recruiting Center</b> screen displays.</p> |   |
| <p>6. Click on <b>“Tasks”</b> Tab.</p> <p>The <b>Tasks</b> screen displays.</p>                  |  |

**Steps for Approving An Offer**

| Steps   | Screen Image  |
|---|---|
| <p>7. <b>Click on <i>Approve Offer</i></b> for appropriate offer approval. <i>(Under Tasks Tab)</i></p> <p>The <b>Request Approval</b> screen will display.</p> <p><b>Note:</b> All Offers requiring approval will be listed under the Tasks Tab.</p> |  <p>The screenshot shows the 'Recruiting' interface with the 'Tasks' tab selected. A table lists tasks with columns for 'Tasks', 'Candidate', 'Requisition', 'Assignee', 'Due Date', 'Priority', and 'Status'. One task is visible: 'Approve Offer' for candidate 'Martin, Hal (49851)', requisition 'STA000683 - Police Officer', assignee 'Green, M Susan', priority 'Normal', and status 'In progress'. The 'Approve Offer' button is highlighted with a red rectangle, and a red circle with the number '7' is placed above it.</p> |

**Steps for Approving An Offer**

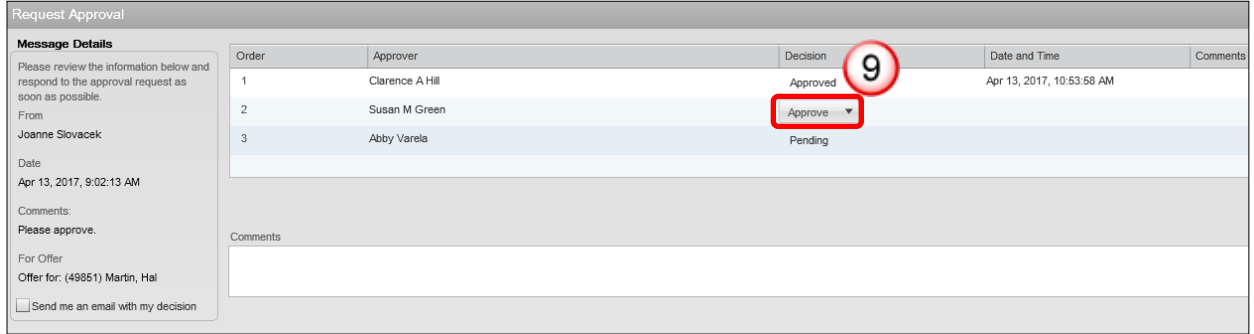
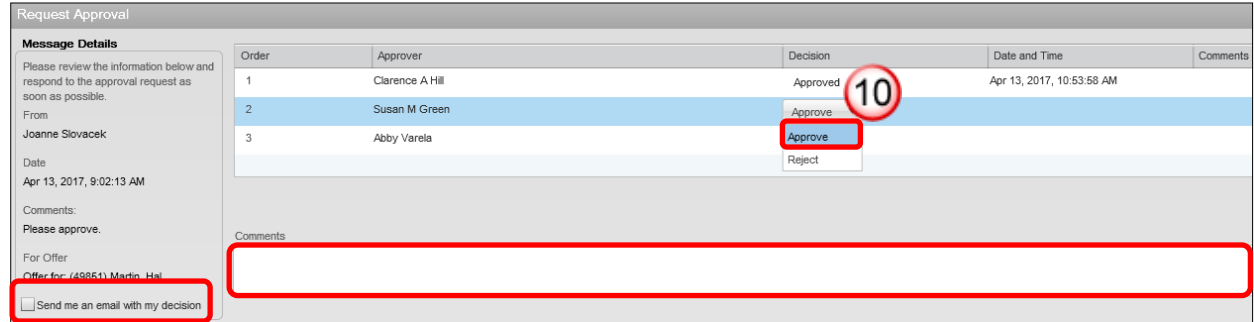
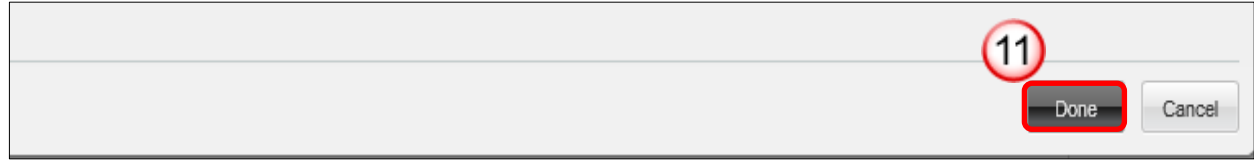
| Steps  | Screen Image  |   |                                  |          |               |          |   |                 |          |                           |  |   |               |         |  |  |   |             |         |  |  |        |            |           |                   |                                    |             |              |           |             |                |                    |                    |                                |                 |   |               |  |  |               |                  |  |  |              |                                  |           |                 |  |  |                 |   |
|--|---|---|----------------------------------|----------|---------------|----------|---|-----------------|----------|---------------------------|--|---|---------------|---------|--|--|---|-------------|---------|--|--|--------|------------|-----------|-------------------|------------------------------------|-------------|--------------|-----------|-------------|----------------|--------------------|--------------------|--------------------------------|-----------------|---|---------------|--|--|---------------|------------------|--|--|--------------|----------------------------------|-----------|-----------------|--|--|-----------------|---|
| <p><b>Note:</b> As a Senior Business Coordinator, you will focus on the following information:</p> <ul style="list-style-type: none"> <li>▪ <b>Approver</b><br/><i>(Approver workflow. Prior approvers listed)</i></li> <li>▪ <b>Message Details</b><br/><i>(For Offer)</i></li> <li>▪ <b>Offer Details</b></li> <li>▪ <b>Requisition Details</b></li> </ul> <p>8. <b>Click on <i>Offer for: (Candidate Name)</i></b> pdf link to view Offer Grid. <i>(Under Offer Details section)</i></p> <p>The <b>Offer Grid</b> summary will display in a new screen.</p> | <p><b>Request Approval</b></p> <p><b>Message Details</b></p> <p>Please review the information below and respond to the approval request as soon as possible.</p> <p>From: Joanne Slovacek<br/>Date: Apr 13, 2017, 9:02:13 AM<br/>Comments: Please approve.<br/>For Offer: Offer for: (49851) Martin, Hal<br/><input type="checkbox"/> Send me an email with my decision</p> <table border="1"> <thead> <tr> <th>Order</th> <th>Approver</th> <th>Decision</th> <th>Date and Time</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Clarence A Hill</td> <td>Approved</td> <td>Apr 13, 2017, 10:53:58 AM</td> <td></td> </tr> <tr> <td>2</td> <td>Susan M Green</td> <td>Approve</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Abby Varela</td> <td>Pending</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Offer Details</b></p> <table border="1"> <tr> <td>Offers</td> <td>Start Date</td> <td>Pay Basis</td> <td>Annualized Salary</td> </tr> <tr> <td>Offer for: (49851) Martin, Hal.pdf</td> <td>Jun 1, 2017</td> <td>19.40/Hourly</td> <td>40,352.00</td> </tr> </table> <p><b>Requisition Details</b></p> <table border="1"> <tr> <td>Requisition</td> <td>Employment Rep</td> <td>Number of Openings</td> <td>Department Contact</td> </tr> <tr> <td>STA000683 - Police Officer.pdf</td> <td>Joanne Slovacek</td> <td>1</td> <td>Janet L Earle</td> </tr> <tr> <td></td> <td></td> <td>Justification</td> <td>Primary Location</td> </tr> <tr> <td></td> <td></td> <td>New Position</td> <td>University of Houston-Clear Lake</td> </tr> </table> <p><b>Candidate Details</b></p> <table border="1"> <tr> <td>Candidate</td> <td>Education Level</td> <td></td> </tr> <tr> <td>Job Submission for (49851) Martin, Hal.pdf</td> <td>Master's Degree</td> <td>University of Louisiana at Lafayette (UL Lafayette)</td> </tr> </table> | Order   | Approver                         | Decision | Date and Time | Comments | 1 | Clarence A Hill | Approved | Apr 13, 2017, 10:53:58 AM |  | 2 | Susan M Green | Approve |  |  | 3 | Abby Varela | Pending |  |  | Offers | Start Date | Pay Basis | Annualized Salary | Offer for: (49851) Martin, Hal.pdf | Jun 1, 2017 | 19.40/Hourly | 40,352.00 | Requisition | Employment Rep | Number of Openings | Department Contact | STA000683 - Police Officer.pdf | Joanne Slovacek | 1 | Janet L Earle |  |  | Justification | Primary Location |  |  | New Position | University of Houston-Clear Lake | Candidate | Education Level |  | Job Submission for (49851) Martin, Hal.pdf | Master's Degree | University of Louisiana at Lafayette (UL Lafayette) |
| Order  | Approver  | Decision  | Date and Time                    | Comments |               |          |   |                 |          |                           |  |   |               |         |  |  |   |             |         |  |  |        |            |           |                   |                                    |             |              |           |             |                |                    |                    |                                |                 |   |               |  |  |               |                  |  |  |              |                                  |           |                 |  |  |                 |   |
| 1  | Clarence A Hill   | Approved  | Apr 13, 2017, 10:53:58 AM        |          |               |          |   |                 |          |                           |  |   |               |         |  |  |   |             |         |  |  |        |            |           |                   |                                    |             |              |           |             |                |                    |                    |                                |                 |   |               |  |  |               |                  |  |  |              |                                  |           |                 |  |  |                 |   |
| 2  | Susan M Green   | Approve   |                                  |          |               |          |   |                 |          |                           |  |   |               |         |  |  |   |             |         |  |  |        |            |           |                   |                                    |             |              |           |             |                |                    |                    |                                |                 |   |               |  |  |               |                  |  |  |              |                                  |           |                 |  |  |                 |   |
| 3  | Abby Varela   | Pending   |                                  |          |               |          |   |                 |          |                           |  |   |               |         |  |  |   |             |         |  |  |        |            |           |                   |                                    |             |              |           |             |                |                    |                    |                                |                 |   |               |  |  |               |                  |  |  |              |                                  |           |                 |  |  |                 |   |
| Offers   | Start Date  | Pay Basis   | Annualized Salary                |          |               |          |   |                 |          |                           |  |   |               |         |  |  |   |             |         |  |  |        |            |           |                   |                                    |             |              |           |             |                |                    |                    |                                |                 |   |               |  |  |               |                  |  |  |              |                                  |           |                 |  |  |                 |   |
| Offer for: (49851) Martin, Hal.pdf   | Jun 1, 2017   | 19.40/Hourly  | 40,352.00                        |          |               |          |   |                 |          |                           |  |   |               |         |  |  |   |             |         |  |  |        |            |           |                   |                                    |             |              |           |             |                |                    |                    |                                |                 |   |               |  |  |               |                  |  |  |              |                                  |           |                 |  |  |                 |   |
| Requisition  | Employment Rep  | Number of Openings                                  | Department Contact               |          |               |          |   |                 |          |                           |  |   |               |         |  |  |   |             |         |  |  |        |            |           |                   |                                    |             |              |           |             |                |                    |                    |                                |                 |   |               |  |  |               |                  |  |  |              |                                  |           |                 |  |  |                 |   |
| STA000683 - Police Officer.pdf   | Joanne Slovacek   | 1   | Janet L Earle                    |          |               |          |   |                 |          |                           |  |   |               |         |  |  |   |             |         |  |  |        |            |           |                   |                                    |             |              |           |             |                |                    |                    |                                |                 |   |               |  |  |               |                  |  |  |              |                                  |           |                 |  |  |                 |   |
|  |   | Justification                                       | Primary Location                 |          |               |          |   |                 |          |                           |  |   |               |         |  |  |   |             |         |  |  |        |            |           |                   |                                    |             |              |           |             |                |                    |                    |                                |                 |   |               |  |  |               |                  |  |  |              |                                  |           |                 |  |  |                 |   |
|  |   | New Position  | University of Houston-Clear Lake |          |               |          |   |                 |          |                           |  |   |               |         |  |  |   |             |         |  |  |        |            |           |                   |                                    |             |              |           |             |                |                    |                    |                                |                 |   |               |  |  |               |                  |  |  |              |                                  |           |                 |  |  |                 |   |
| Candidate  | Education Level   |   |                                  |          |               |          |   |                 |          |                           |  |   |               |         |  |  |   |             |         |  |  |        |            |           |                   |                                    |             |              |           |             |                |                    |                    |                                |                 |   |               |  |  |               |                  |  |  |              |                                  |           |                 |  |  |                 |   |
| Job Submission for (49851) Martin, Hal.pdf   | Master's Degree   | University of Louisiana at Lafayette (UL Lafayette) |                                  |          |               |          |   |                 |          |                           |  |   |               |         |  |  |   |             |         |  |  |        |            |           |                   |                                    |             |              |           |             |                |                    |                    |                                |                 |   |               |  |  |               |                  |  |  |              |                                  |           |                 |  |  |                 |   |

**Steps for Approving An Offer**

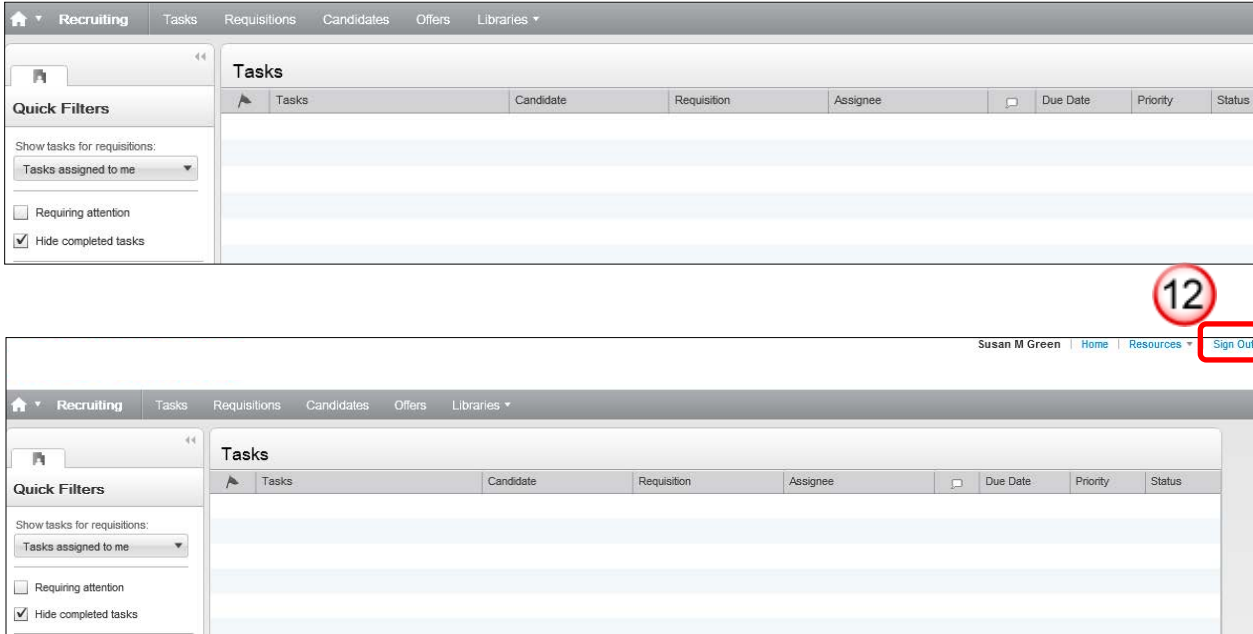
| Steps  | Screen Image  |                                    |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
|--|---|------------------------------------|---------------------------------|---------------------------|-----------------------------|-----------------|----------------------------|----------------------------|--------------------------|--|--|-------------------|-------------|-------------|--|--|--------|----------------------|---|------------|----------------------|---|-----------|--------------------------|---|-----------------|-----------------------|---|------------|--------------|--------------|-----------------|---|--|---------------|-----------|---|------------|-------------------|-------------------|----------------------|--|--|-------------------|--------------|---|----------|-----|-----|--------------------|----------|----------|-----------|------------------------------------|------------------------------------|------------------|----|---|----------------|--|--|-------|---------|---------|---------------------|----|---|
| <p><b>Note:</b> As a Senior Business Coordinator, you will review and approve <b>Annualized Salary</b> (<i>Confirm sufficient funding</i>), <b>Start Date</b>, and <b>All General Terms</b>.</p> <p>Upon review, <b>Exit</b> and return to <b>Request Approval</b> screen.</p> | <p>Candidate Name: Daspit, Celine (56337) Job Title: Police Officer (STA000683)</p> <p><b>Daspit, Celine (56337) applied for job: Police Officer (STA000683)</b></p> <table border="1"> <tr> <td>Step Offer</td> <td>Latest Submission Medium Online</td> <td>Recruiter Joanne Slovacek</td> </tr> <tr> <td>Status Approval in Progress</td> <td>Source Job Fair</td> <td>Hiring Manager Janet Earle</td> </tr> <tr> <td>Creation Date Apr 12, 2017</td> <td>Submission Type Internal</td> <td></td> </tr> </table> <p><b>Offers</b></p> <table border="1"> <thead> <tr> <th></th> <th>Offer 1 (Current)</th> <th>Requisition</th> </tr> </thead> <tbody> <tr> <td>Top Section</td> <td></td> <td></td> </tr> <tr> <td>Status</td> <td>Approval in Progress</td> <td>-</td> </tr> <tr> <td>Start Date</td> <td>May 1, 2017, 8:00 AM</td> <td>-</td> </tr> <tr> <td>Tentative</td> <td><input type="checkbox"/></td> <td>-</td> </tr> <tr> <td>Expiration Date</td> <td>Apr 15, 2017, 6:34 PM</td> <td>-</td> </tr> <tr> <td>Created on</td> <td>Apr 12, 2017</td> <td>Jan 10, 2017</td> </tr> <tr> <td>Position Number</td> <td colspan="2">01016386 - 01016386 - Police Officer - University Police C0019 - JobCode 9535 01016386 - 01016386 - Police Officer - University Police C0019 - JobCode 9535</td> </tr> <tr> <td>Position Type</td> <td>Full Time</td> <td>-</td> </tr> <tr> <td>Department</td> <td>University Police</td> <td>University Police</td> </tr> <tr> <td colspan="3"><b>General Terms</b></td> </tr> <tr> <td>Annualized Salary</td> <td>USD40,352.00</td> <td>-</td> </tr> <tr> <td>Currency</td> <td>USD</td> <td>USD</td> </tr> <tr> <td>Salary (Pay Basis)</td> <td>USD19.40</td> <td>USD19.40</td> </tr> <tr> <td>Pay Basis</td> <td>Hourly Annualization Factor : 52.0</td> <td>Hourly Annualization Factor : 52.0</td> </tr> <tr> <td>Salary Exception</td> <td>No</td> <td>-</td> </tr> <tr> <td colspan="3"><b>Details</b></td> </tr> <tr> <td>Grade</td> <td>HRY-170</td> <td>HRY-170</td> </tr> <tr> <td>Internal or Rehire?</td> <td>No</td> <td>-</td> </tr> </tbody> </table> | Step Offer                         | Latest Submission Medium Online | Recruiter Joanne Slovacek | Status Approval in Progress | Source Job Fair | Hiring Manager Janet Earle | Creation Date Apr 12, 2017 | Submission Type Internal |  |  | Offer 1 (Current) | Requisition | Top Section |  |  | Status | Approval in Progress | - | Start Date | May 1, 2017, 8:00 AM | - | Tentative | <input type="checkbox"/> | - | Expiration Date | Apr 15, 2017, 6:34 PM | - | Created on | Apr 12, 2017 | Jan 10, 2017 | Position Number | 01016386 - 01016386 - Police Officer - University Police C0019 - JobCode 9535 01016386 - 01016386 - Police Officer - University Police C0019 - JobCode 9535 |  | Position Type | Full Time | - | Department | University Police | University Police | <b>General Terms</b> |  |  | Annualized Salary | USD40,352.00 | - | Currency | USD | USD | Salary (Pay Basis) | USD19.40 | USD19.40 | Pay Basis | Hourly Annualization Factor : 52.0 | Hourly Annualization Factor : 52.0 | Salary Exception | No | - | <b>Details</b> |  |  | Grade | HRY-170 | HRY-170 | Internal or Rehire? | No | - |
| Step Offer   | Latest Submission Medium Online   | Recruiter Joanne Slovacek          |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| Status Approval in Progress  | Source Job Fair   | Hiring Manager Janet Earle         |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| Creation Date Apr 12, 2017   | Submission Type Internal  |                                    |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
|  | Offer 1 (Current)   | Requisition                        |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| Top Section  |   |                                    |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| Status   | Approval in Progress  | -                                  |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| Start Date   | May 1, 2017, 8:00 AM  | -                                  |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| Tentative  | <input type="checkbox"/>  | -                                  |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| Expiration Date  | Apr 15, 2017, 6:34 PM   | -                                  |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| Created on   | Apr 12, 2017  | Jan 10, 2017                       |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| Position Number  | 01016386 - 01016386 - Police Officer - University Police C0019 - JobCode 9535 01016386 - 01016386 - Police Officer - University Police C0019 - JobCode 9535   |                                    |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| Position Type  | Full Time   | -                                  |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| Department   | University Police   | University Police                  |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| <b>General Terms</b>   |   |                                    |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| Annualized Salary  | USD40,352.00  | -                                  |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| Currency   | USD   | USD                                |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| Salary (Pay Basis)   | USD19.40  | USD19.40                           |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| Pay Basis  | Hourly Annualization Factor : 52.0  | Hourly Annualization Factor : 52.0 |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| Salary Exception   | No  | -                                  |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| <b>Details</b>   |   |                                    |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| Grade  | HRY-170   | HRY-170                            |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |
| Internal or Rehire?  | No  | -                                  |                                 |                           |                             |                 |                            |                            |                          |  |  |                   |             |             |  |  |        |                      |   |            |                      |   |           |                          |   |                 |                       |   |            |              |              |                 |   |  |               |           |   |            |                   |                   |                      |  |  |                   |              |   |          |     |     |                    |          |          |           |                                    |                                    |                  |    |   |                |  |  |       |         |         |                     |    |   |



**Steps for Approving An Offer**

| Steps   | Screen Image  |
|---|---|
| <p>9. From the <i>Decisions</i> tab, <b>Click on <i>Approve</i></b>.</p> <p>The <b>Approve</b> drop down menu will display.</p> <p>10. <b>Click on <i>Approve</i></b>. (<i>The <b>Comments</b> section is not a required field. Enter any additional information if necessary</i>).</p> <p><b>Note:</b> If Offer is <b>Rejected</b>, justification is <u>required</u> in <b>Comments</b> section (<i>System returns Offer to Initiator</i>).</p> <p><b>Note:</b> Under Message Details, you may choose to receive an email with your decision. <b>Click</b> checkbox next to <b>“Send me an email with my decision”</b>.</p> <p>11. <b>Click on <i>Done</i></b> (<i>At bottom of screen</i>).</p> |  <p>The screenshot shows the 'Request Approval' window. On the left, the 'Message Details' section includes a 'Send me an email with my decision' checkbox. The main table lists three orders. The 'Decision' column for the second order (Susan M Green) has a dropdown menu open, with 'Approve' selected. A red circle with the number 9 highlights this dropdown.</p>  <p>This screenshot shows the same interface, but the 'Approve' button in the dropdown menu is highlighted with a red circle and the number 10. The 'Comments' field is now visible and empty.</p>  <p>This screenshot shows the bottom of the interface with 'Done' and 'Cancel' buttons. The 'Done' button is highlighted with a red circle and the number 11.</p> |

**Steps for Approving An Offer**

| Steps   | Screen Image  |
|---|---|
| <p>The <b>Tasks</b> screen will display.<br/><i>(Task removed from Task list)</i></p> <p><b>Repeat</b> Steps to approve additional Offers.</p> <p>12. <b>Click on <i>Sign Out</i></b> (If no additional pending tasks to complete)</p> <p><b>Note:</b> Offer is sent to next approver.</p> <p><b><i>You have completed this task.</i></b></p> |  |

## Find Additional Information on Taleo

### Who to Contact for Questions:

Office of Human Resources | Employment

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