## Approve a Job Offer (Personnel Recommendation)

1. Access your Howard University Microsoft Outlook program. When you receive an email with the Subject line starting with: **Your Approval is Required....** you have workflow to approve. You can click the provided link to be taken directly to the item that requires your approval.

   Click the **Notification Link** provided in the email.

2. If you are not logged into the PeopleSoft application, the link in the step above will open the login page of PeopleSoft. Once you login, the system will direct you automatically to the Job Offer that requires your approval.

   If you are already logged in to PeopleSoft, the notification link takes you directly to the worklist item that requires your approval.

   After you review the information presented, use the **Scroll Bar** to move to the bottom of the page.

3. After you review the information, click the **Approvals** link.

4. You are James Jericho, the hiring manager. Notice that the box with your name has a status of Pending.

   You must enter a justification and/or comments in the **Comments** field.

   Enter the desired information into the **Comments** field. Enter a valid value e.g. **"Offer Approved-needed to expand department"**.

5. Click an entry in the list that describes the approval status. Choices include:

   - **Approved** - the request is approved. You must enter comments specific to the Offer Approval.

   - **Deny** - the request is denied. It will be cancelled by the system and cannot be reused. You must enter comments justifying the denial.

   - **Pushback** - the request is denied but sent back to the requestor. You must enter comments justifying the recycle with instructions for change. After the requestor makes the changes it can be resubmitted through workflow for approval.

   Click the **Approve** button.
6. Your approval box will turn **Green** and will have a checkmark to the left of your name. Note that your action has been date- and time-stamped. Your comments are also date- and time-stamped.

   Click the **Home** link to return to the *Home* page.

   The task will now be forwarded to Richard Ebenezer for approval.

7. Congratulations! You have completed the *Approve a Job Offer* business process.  
**End of Procedure.**