TEACHERS COLLEGE
COLUMBIA UNIVERSITY

How to Approve a Job:

1. Click on the **'Approvals'** button from the main menu.

APPROVALS   1 - jobs awaiting your approval

Note: The number listed next to "Jobs awaiting your approval" indicates the number of jobs awaiting your approval.

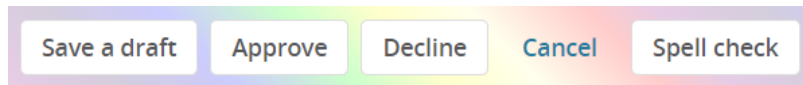2. Click on the **'View'** link for the job you want to approve.

Manage approvals						
Date raised	Job No.	Job title ▼	Supervisor	New	Replacement	
5 Apr 2017	500067	testing123/new/456	Aaron Braten			View
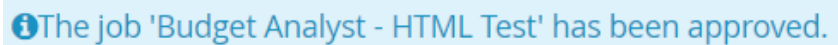
3. Review the job to ensure all data is valid.

Position info   Notes   Posting   Documents
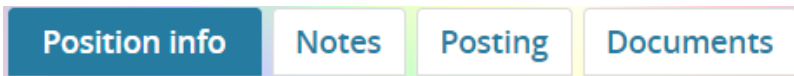
4. Scroll to the bottom of the form and click on the **'Approve'** button.

Save a draft   Approve   Decline   Cancel   Spell check

5. You will be returned to the jobs list and receive a message the job has been approved.

ⓘThe job 'Budget Analyst - HTML Test' has been approved.