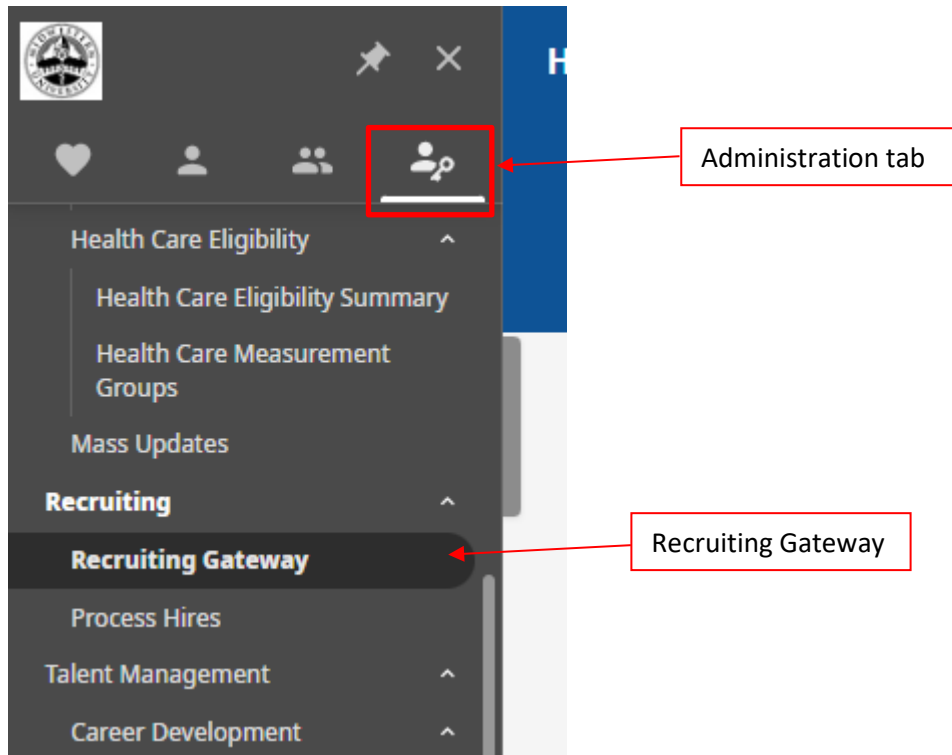
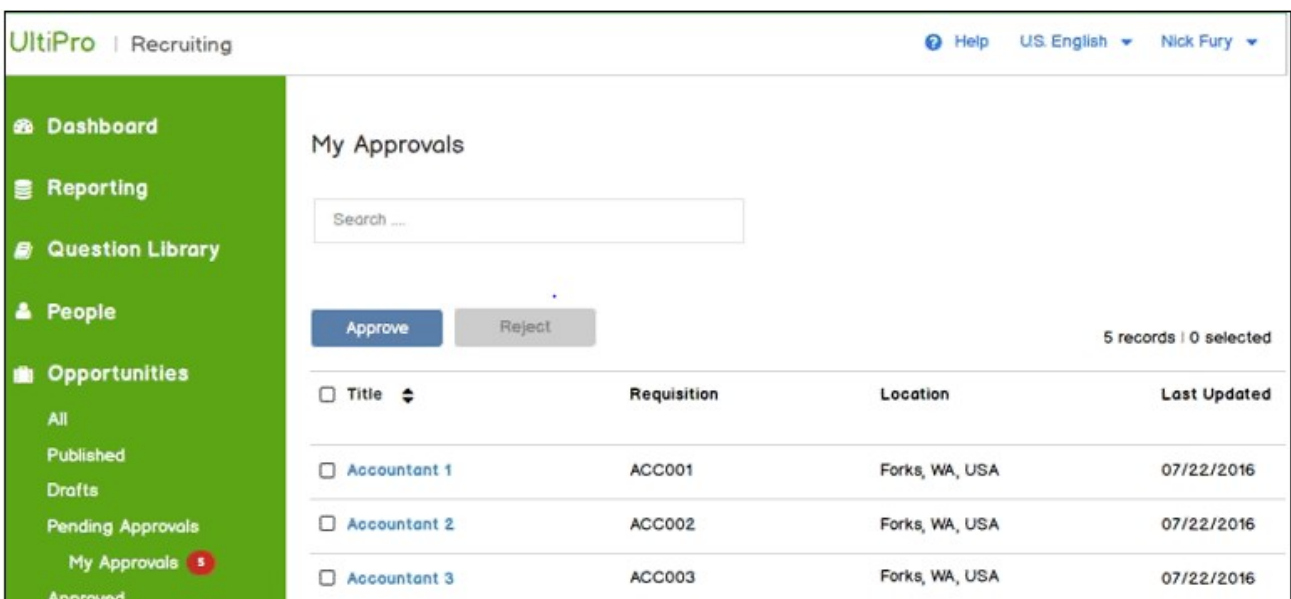


## UKG Recruiting Opportunity Approval Guide

1. Login to UKG from [www.online.midwestern.edu](http://www.online.midwestern.edu), click on “Slide Navigation Menu” then hover over the Administration tab to access Recruiting Gateway.



2. To access your positions pending approval go to the Recruiting Dashboard under Opportunities → Pending Approvals → My Approvals.
3. To quickly approve one or multiple positions select the box next to the opportunity title you wish to approve and select Approve or Reject.
4. To review the opportunity details click on the position title.



5. Once in the Opportunity Details click on the Opportunity Information tab to review the job description and additional notes about the position.
6. Filter through all tabs or skip to the Recruiting Process tab to approve or reject the opportunity.

Opportunity Details

Last Updated: 12/01/2016 2:20 PM

Translations

Select Job Opportunity Information Opening Information Screening Company & Location Compensation Recruiting Process

7. Once on the Recruiting Process tab add Comments by selecting the Comments button.

\* Approver Comments (2)

1 Melissa Pergande

Approved  
12/01/2016 2:22 PM

8. The approve or reject button is located at the bottom of the Recruiting Process tab.

If you have any questions, please contact your recruiter.