



## QUICK GUIDE TO APPROVING POSTINGS BY THE BUDGET UNIT DIRECTOR

The Budget Unit Director (BUD) must approve a Posting before it can be submitted to HR.

1. Login to PAPERS at <https://jobs.odu.edu/hr>.
2. Verify that you are in the **Applicant Tracking Module**.
3. Ensure that you are logged in under the **Budget Unit Director** user group.
4. In the middle of your screen is your **Inbox**. Click on the job title of the posting you need to approve.
5. The posting summary of the job will come up. Click on **Edit** next to the **Position Allocation** tab.
6. Using the drop-down menu, answer the question *The request to advertise this position has been approved by the appropriate Vice President* with either **Yes** or **No**.
7. Clicking on the **Next** or **Save** button will save your work. Clicking on **Next** will also move you through reviewing the remainder of the Posting.
8. Review and verify all the information entered by the Hiring Manager. This information will be used throughout the process and needs to be correct at the beginning of the process.
9. To submit the Posting:

From the orange **Take Action on Posting** button, select **Review HR Recruiter (move to HR Recruiter)**. Then, select the **Submit** button to move the posting in the workflow.