How to Approve an Action
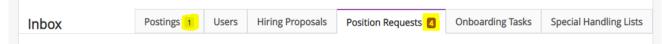
1. Login to PA 7 (https://jobs-shepherd.peopleadmin.com/hr) and change your User Group to Director/Dept. Head, Dean, VP/Executive Officer, etc.
2. On your Inbox dashboard, if you have any outstanding actions, there will be a number on the respective tab.

3. After the information has been completed on the hiring proposal, select Save and Continue, click on Take Action on Hiring Proposal and under Move Directly To:, select the next approver.
4. You will receive the Take Action pop up where you can enter any comments and then click Submit.
5. Once the action has been submitted to the next level, you will see this message in the upper left corner of your screen.
6. The action will continue through the system until all approvals have been received and the action is finalized.