Learn more about how to approve, cancel, and/or return a Position Request submitted by a team member.

**PeopleAdmin 7.6**

Login to PeopleAdmin 7.6 with your Loyola Username and Password. If necessary, visit [luc.edu/password](http://luc.edu/password) in order to reset your password.
Position Management

In the upper right corner of your PeopleAdmin 7.6 account, select Position Management. The top menu will turn orange, as shown below.

Select Role

Select your appropriate *Group (role) for the action you need to take. In this example, Division is selected to show any position requests a Department Head and/or Dean would like reviewed for approval.

*NOTE: If you select a (Group) role that is does not have authorization to approve a Position Request (i.e. Hiring Manager), you will not be able to view the "Take Action on Position Request" feature in order to move the position request between levels (i.e. to approve and post online for applicants).
Position Requests

Within the "Welcome to your Online Recruitment System" section, select "Position Requests," as shown below. In this example, the MANAGER CASHIERS position is selected, as shown below in the next two images.

1. The first image displays the MANAGER CASHIERS position request, including the current state and the state owner.
2. This information is important as you determine who requested the position request, who reviewed it and where it exists in the workflow.
3. The second image display the position request's current status, Division 2nd Review, including who created the position request. This information is helpful in case the original requestor needs to be contacted for follow-up prior to position request approval, etc.
Take Action on Position Request

Select the "Take Action on Position Request" in order to move the position between various levels in the workflow.
Take Action

As you select the appropriate next level for the position request, a "Take Action" box appears for you to enter a message to the person (next level) receiving your request. In addition, you have the option to add the Position Request to your "Watch List" for easy access and review.
Home Tab

When you select the "Home" tab located at the top of PeopleAdmin 7.6, your "Watch List" appears. In the example below, within the "Position Requests" tab, the MANAGER CASHIERS Position Request appears (per the settings earmarked in the above image).

Questions?

Feel free to email careers@luc.edu and a Human Resources staff member will assist you.

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