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

In order to review a position, you will need to select "Positions" located in the upper left pane. Once selected, the orange banner will appear, 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. Select the appropriate position. Notice the additional columns provided (i.e. Current Status). This information is important as you determine who requested the position request, who reviewed it and where it exists in the workflow.
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.

Questions?

Questions? Email careers@luc.edu and a Human Resources staff member will assist you.