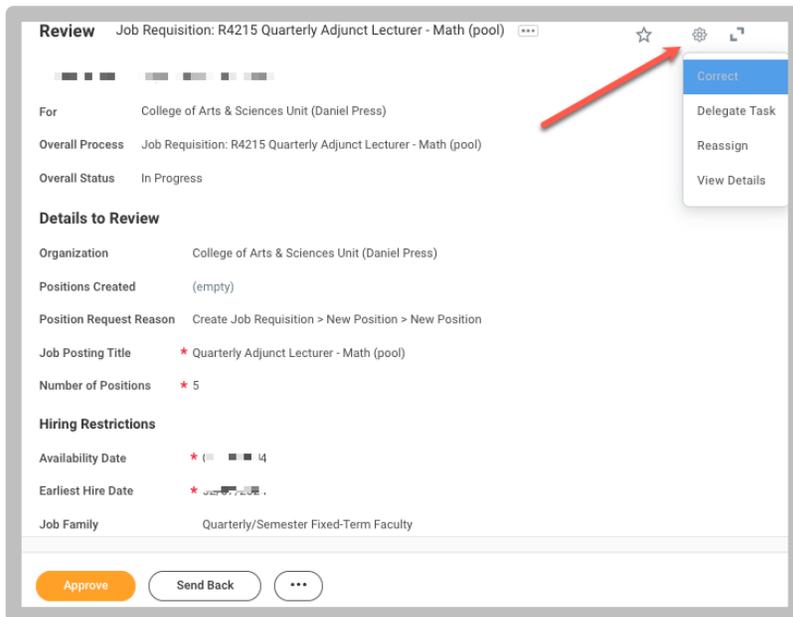
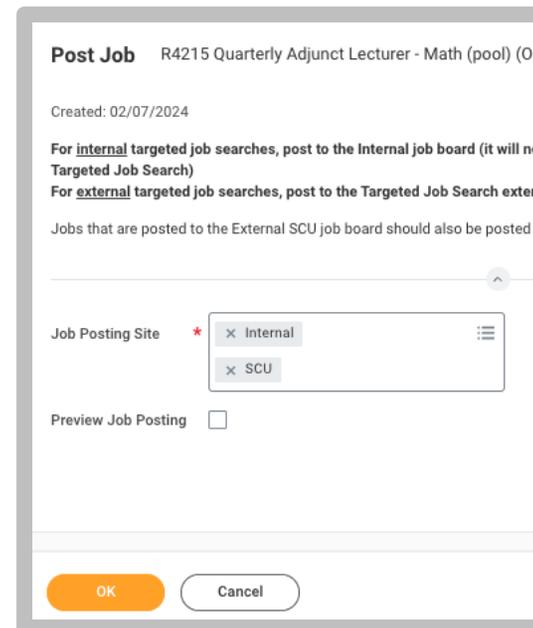


1. Click the Job Requisition task in your inbox.
2. Review the job requisition details.
3. If corrections are needed, you have two options:
 - a. Select the **Send Back** button to redirect the job requisition task to the job request initiator. They will be able to make edits and send back for approval. -- or --
 - b. Select the 'gear' icon and select **Correct**. This will allow you to make the job requisition edits.



5. Depending on the number of positions created, you will receive the **Costing Allocation for Create Position** task. Navigate to the Add button and verify the Cost Center information is correct. Make changes, if needed. Click the **Submit** button for each Costing Allocation for Create Position task.
6. For the **Post Job** task, select both Internal and SCU options. Click the **OK** button.



4. When the job requisition is ready for approval, click the **Approve** button.

7. In the **End Date** column, enter a date. Select the Submit button.

Post Job R4215 Quarterly Adjunct Lecturer - Math (pool) (Open) ...

For internal targeted job searches, post to the Internal job board (it will not be published as long as the job requisition is flagged as Targeted Job Search)
For external targeted job searches, post to the Targeted Job Search external job board.

Jobs that are posted to the External SCU job board should also be posted to the Student Job Board.

2 items

	*Site	*Start Date	End Date
+	<input type="text" value="Internal"/>	<input type="text"/>	<input type="text"/>
-	<input type="text" value="SCU"/>	<input type="text"/>	<input type="text"/>