

Miami-Dade County

Approve a Job Opening or Position Request in OMB Job Aid

Version 1.0



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PURPOSE

Purpose

This document explains the key activities involved in approving a job opening or position request in OMB. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.



ACTIVITY 1: APPROVE A JOB OPENING IN OMB

Step	Action
1.	Navigate to: Human Resources (HCM) > Approvals
2.	Select the job opening to review. Note : Select the Load More button to view additional approvals, as applicable.
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3.	Select the Approve or Deny button. Note: For additional details, select the View Job Opening link. Image: select the Approve or Deny button. Note: For additional details, select the View Job Opening link. Image: select the



Step	Action
4.	After selecting the View Job Opening link, the Department details and Position Number details are available. Select the Approvals link.
	Manage Job Opening Sere I @ Recruiting Home @ Search Job Opening @ Add Note @Print Job Opening Personalize Job Opening ID 70015 Job Opening ID 70015 Statuse 006 Pending Approval Job Opening ID 70015 Statuse 006 Pending Approval Business Unit IP Transportation & Halle Works) Details Details Department Transportation & Halle Works) Activity & Asschments Details Details MANTENANCE)
	Tamplate ID 1912 Q. MDC One Page Job Opening Type Standard Requisition Created By 60076532 Giuliana Womack Created By 60150202 "Openings to Fill Limited Number of Openings * Target Openings 1
	Establishment ID MOC Main Dade County Business Unit TP Transportation & Public Works Position Number 2011/027 Company MDC
5.	Select the Approve or Deny button.
	Sere @Recruiting Home @Search Job Openings @Add Note @Print Job Opening Top of Page



ACTIVITY 2: APPROVE A NEW POSITION REQUEST IN OMB

Step	Action
1.	Navigate to: Human Resources (HCM) > Approvals
2.	Select the position to review. Note : Select the Load More button to view additional approvals, as applicable.
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3.	Select the Approve or Deny button. Note: For additional details, select the View Position Details link.
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Step	Action
4.	Note: A new tab will pop-up to display this page, if a pop-up blocker in place the page will not load. The Position Request cannot be approved or denied from the Position Details page.
	strom the Position Details page.
5.	Standarding Draw 1000000000000000000000000000000000000
	Approval Chain >



6. Note: The attachment will display as pop-up in a new window. Image: Contract of the second of the sec	Step	Action
7. Navigate back to the Approvals page and select the Approve or Deny button. Image: the second select the approve or Deny button. Image: the second select the approve or Deny button.	6.	Note : The attachment will display as pop-up in a new window.
7. Notigate back to the Approvals page and select the Approve or Deny button. Image: State Sta		E MEMORANDUM 1 / 1 - 1000 + E ⊕
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Approver Comments Approver Com		Reports To Position Number 00000142
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