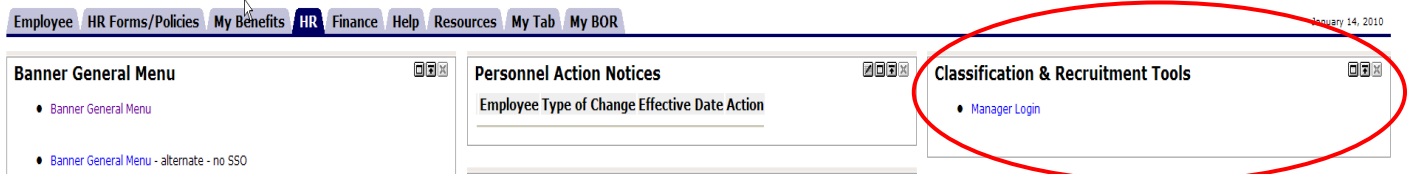
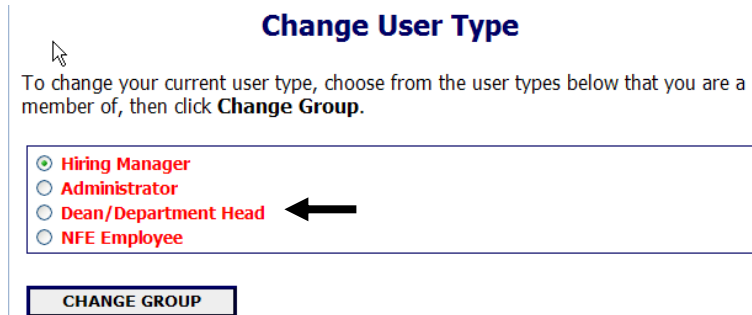
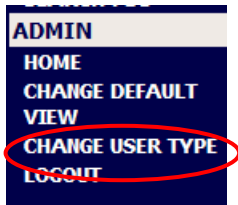


## Step by Step

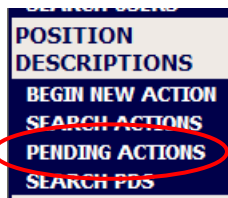
1. You should receive an email informing you that a recruitment action has been submitted and is awaiting your review and approval.
2. YourFuture can be accessed through SNAP on the HR Tab as shown below, or by going directly to the site <http://yourfuture.sdbor.edu/hr>
  - a. You MUST use your SNAP username and password to access the site.



3. You must be logged in as Dean/Department Head, to change your User Type, select Change User Type on the left-hand column under ADMIN



4. **Review Staffing Requisitions:** (to approve a recruitment or establish a new position request). Select "Pending Actions" on the left-hand column.



5. Select "View/Edit" for the position

## Pending Actions

Pending Actions									
1 Record									
Working Title	Position Title	Proposed Title	Organization	Position Number	Appt Type	Employee Last Name	Status	Action Type	Date Updated
Music assistant professor <a href="#">View/Edit</a>	Assistant Professor - 9 <a href="#">Get Reports List</a>		6SFAA1-School of Fine & Applied Arts		Regular		Sent to Administrator	Faculty - Recruit Position	12-18-2009

6. Review data and make changes as necessary.
  - a. A Menu bar across the top allows you to move through each screen
  - b. Navigation buttons also provide a method for navigation.
  - c. When you get to the last screen click the navigation button to continue to the next page (the routing screen).
7. The Routing Screen allows you to send the action where you see necessary.
  - a. You can click select "Save", "Continue", and "Confirm" to save changes and return later for additional work
  - b. Select "Return to Hiring Manager" to send back to the supervisor for corrections.
  - c. Select "Send to Inst HR" or possibly "Send to Budget" to approve the recruit, each campus may have different selections.
8. Finished!

## EDIT

**Action Status**

Save

Return to Hiring Manager

Send to Inst HR