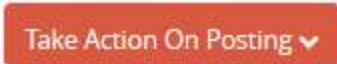



## Quick Guide for STARS Faculty

### Approving a Posting – Dean Approver

1. After receiving an email notifying you of a Posting in need of your approval, log into [STARS](#)
2. From the Home screen, look in your **Inbox** to find the Posting that needs approval.
3. Click on the appropriate Job Title needing the approval.
4. You will be taken to the Summary page where you can review the entire Posting page by page.
5. After you have reviewed the Posting, click on  in the top right hand corner.
6. You will be given 3 options:
  - a. **Submit for Approval (move to Human Resources)**
  - b. **Return for Review (move to Hiring Manager)**
  - c. **Return for Review (move to Admin Assistant)**
- 6a. Select the appropriate level to continue routing the Posting.
- 6b. Insert comments, if needed, and click  to route the Posting to Human Resources or to return it to the Admin Assistant or Hiring Manager for corrections.
7. The blue banner will confirm the hiring proposal was successfully transitioned.