

## Quick Guide for STARS 7.0

### Benefits Eligible & Non-Benefits Eligible Employees

#### Approving a Hiring Proposal – Department Approver

1. After receiving an email notifying you of a hiring proposal needing your approval, log into the system.
2. From the Home screen, look in your **Inbox** and click on the **Hiring Proposal** tab.
3. Click on the appropriate Job Title needing the approval.
4. The Finalist's information will be displayed for your review. Once you are ready to approve the hiring proposal, select the **Take Action On Hiring Proposal** tab.
5. You will be given 4 options:
  - a. **Keep working on this Posting**
  - b. **Submit for Approval (move to Executive)**
  - c. **Return for Review (move to Hiring Manager)**
  - d. **Return for Review (move to Admin Assistant)**
- 5a. Select which level you want the hiring proposal to be routed to.
- 5b. Insert comments, if needed, and click **Submit** to route the posting to the Executive Approver or to return it to the Admin Assistant or Hiring Manager for corrections.
6. The green banner will confirm the hiring proposal was successfully transitioned to the next level approver.