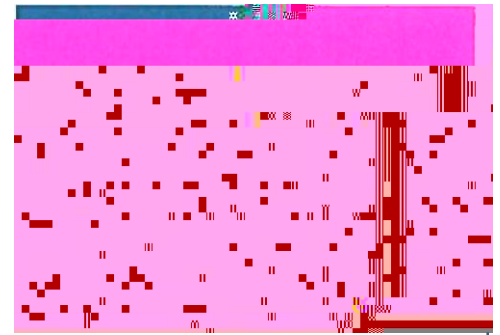
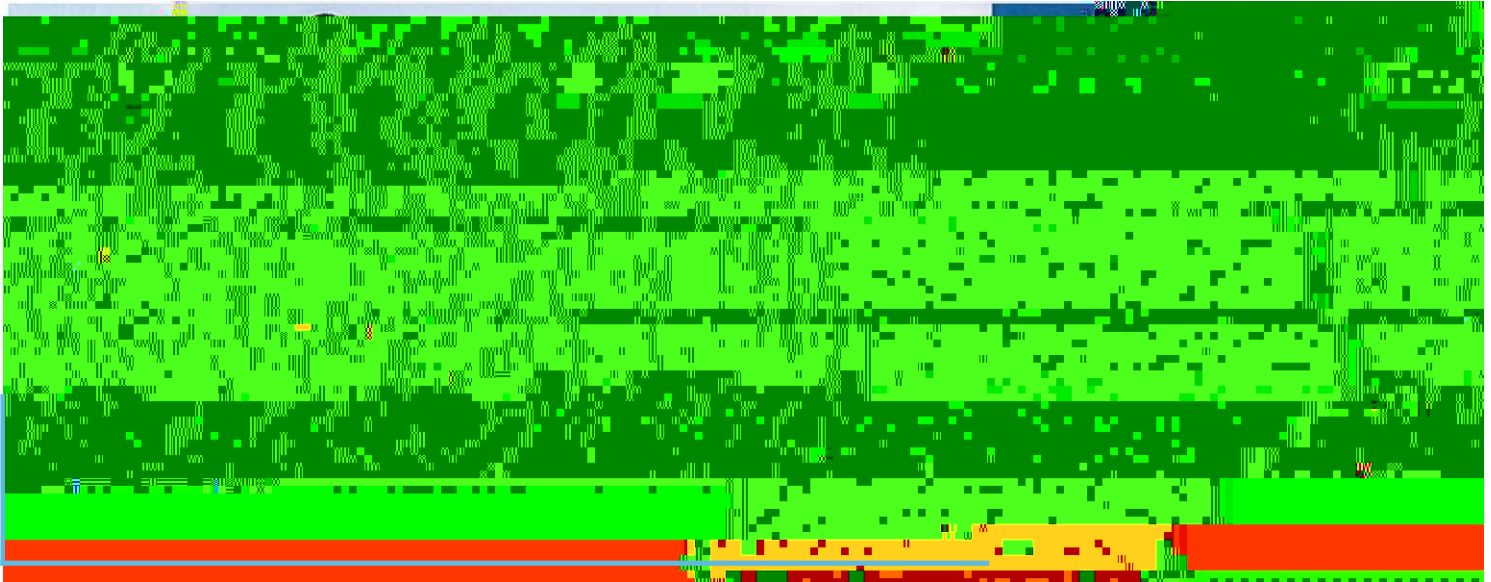




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PAPERS7 User Guide



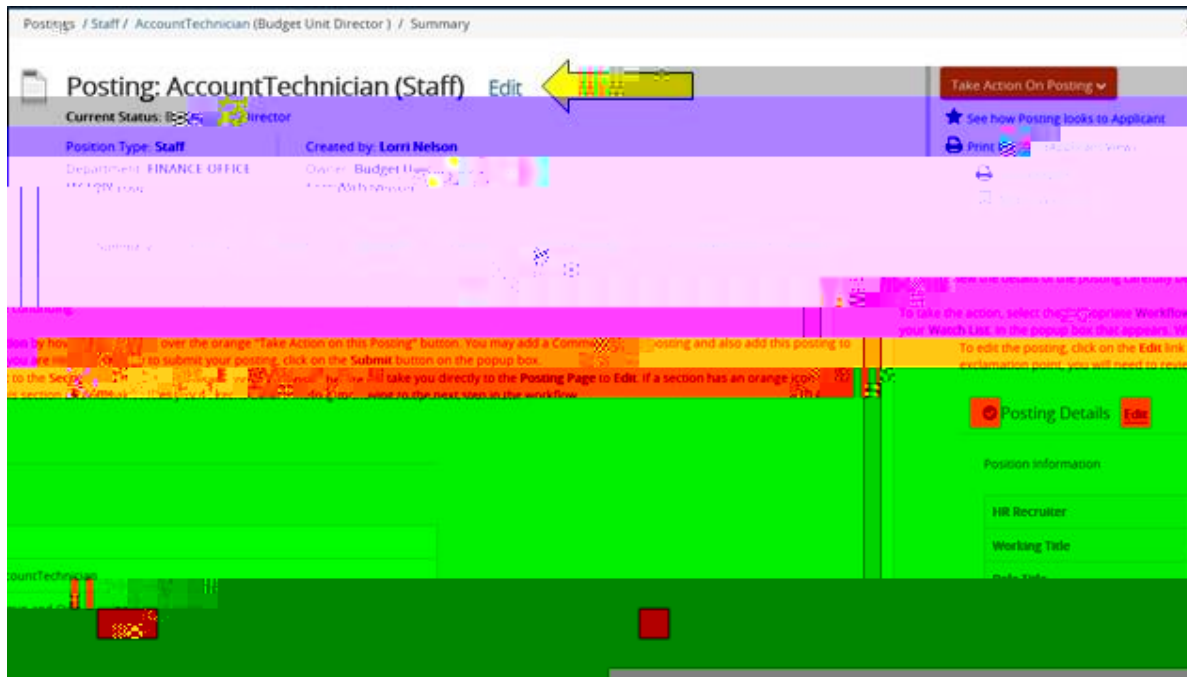
CLASSIFIED/HOURLY

APPROVING POSTINGS

Budget Unit Director

Department of Human Resources
September 2019

3. The posting summary of the job will appear for review. Click on the position title to make any changes to the posting.



4. Clicking on the Save button will save information on each individual screen, and by clicking on the Next button, this information will save as well as you move through the Posting Details, Advertising Publication Supplemental Questions and Posting Documents screens. When the information has been verified, click the Next button to continue.



The comment(s) will become a permanent part of the record. They cannot be edited or removed }v šZ Ç[À v X dZ }u u v š • History link, and are visible by all parties associated with this posting.

The screenshot shows a job posting interface. At the top, the job title is "Professional Technician (Staff)". Below the title, the "Current Status" is listed as "Recruiter". A redacted comment area follows, with a "History" link visible on the right side. The interface includes a search bar and a list of job details, all of which are partially obscured by redaction boxes.