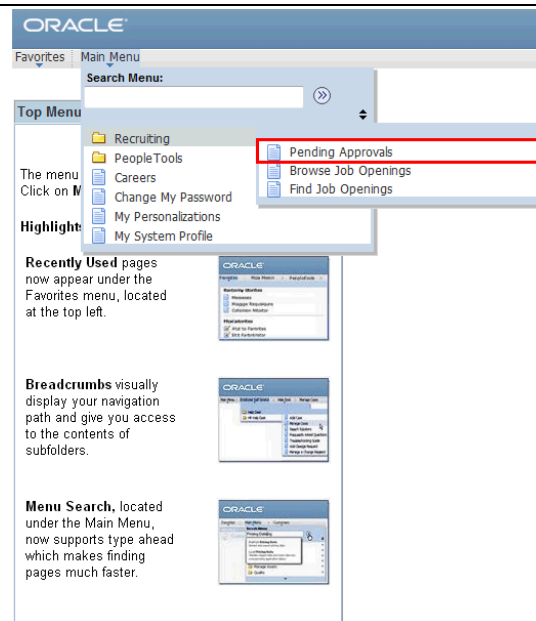


**Step 1**

Login to your VTHR account, and navigate to:

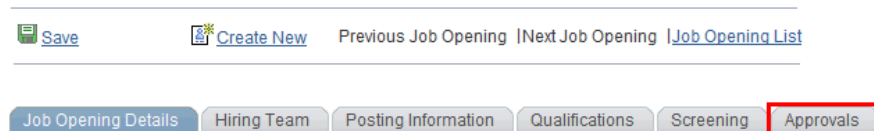
Main Menu>Recruiting>Pending Approvals

**Step 2**

Click on the Job Opening you need to approve.

**Step 3**

Click on the Approvals tab.

**Step 4**

Click the Approve button.

