NATS Management Portal
(NOVA’s applicant tracking system)
PeopleAdmin
Approving Positions
The roles of Dean/Director, Budget, Human Resources, and VP/Provost are required to review, edit, and approve positions. The following steps will walk you through these processes.

1. Select the Product Module of Position Management.

![Select Module](image1.jpg)

2. Select a role and click the Refresh button.

![Select Role](image2.jpg)

3. In the Inbox window, click the Actions tab. You will see a list of actions that need your attention. You will also receive an email to your NVCC email account informing you that there are actions needing your attention.

4. Click the Position Title.

![Inbox Actions](image3.jpg)
5. After reviewing the Position Description, click the **Edit** link to make any edits to the Position Description.

**NOTE:** you can click the **Edit** link at the top of the page or click the **Edit** link for a desired section.

6. After making edits to a page, click the **Save** button and then the **Next** button.

**NOTE:** You will need to click the **Next** button until you have reached the last page of the Position Description.

7. Make a selection from the **Take Action on Action** drop-down.
Actions for VP/Provost Role

Actions for HR Role Final Approval

8. Add any desired Comments and click the Submit button. Comments are optional.

NOTE: The Add this action to your watch list? Checkbox must be selected if you desire to add the position to your watch list. You are not required to add the position to your watch list.