Welcome to eWork, Mason’s online applicant tracking system. To access the system go to https://jobs.gmu.edu/hr. Log on using your eWork user ID and password. We recommend using supported browsers to get all eWork’s newest features. A browser is an application you use to access the internet and various websites across Mason.

Supported Browsers

- Microsoft® Internet Explorer® versions 8 and 9
- Mozilla Firefox® version 13 and later
- Apple Safari® version 4 and later
- Google Chrome™

Please contact the ITU Support Center for assistance in checking and/or updating the version of your web browser. http://itusupport.gmu.edu/

For additional information or assistance please contact Human Resources/Payroll at 703-993-2600 or email jobs@gmu.edu.
Step 1: Finding the Posting (Job) to Approve

A. “Initiator” to “Department Approver”

If you are the Initiator and Department Approver, go to the drop down menu located at the top right hand side of the screen. Select Department Approver from the drop down menu then select the icon.

*Note: This can take place right after you (as the Initiator) submit a job for approval from the Summary Page. (You will not need to log out and log back in.)*

B. “Department Approver” Only

If you are solely the Department Approver, after logging in, you will see the “Home” page first. Depending on the position type, select either Staff or Faculty from the “Postings” tab.

Next, select the link “More Search Options” next to the “Search” box.
A Quick Guide to Approving a Job Posting at Mason

Under the Search field, the Add Column, Status and Position Number fields will appear.

Perform the following actions:

- Select all of the offered statuses located in the “Status” area by clicking on Draft, holding the SHIFT button on the keyboard, and clicking HR Offer Notification.
- Enter the position number in “Position Number” field.
- Select next to the “Search” field to locate the job.

Step 2: Selecting the Posting to Approve

Select your job from the Role (State) Job Title column.

You will then see the following screen:

Select Edit to make any changes.
A Quick Guide to Approving a Job Posting at Mason

Step 3: Send Posting to Human Resources

When ready to send the posting to HR for approval, select the option to “Send to Human Resources” from the “Take Action on Posting” options located on the left hand side of the screen.

A Take Action box will appear. This allows you to enter comments before sending it to HR:

Select Submit.

The following message will appear at the top of the screen.

This confirms the posting was successfully transitioned to Human Resources for review and approval.

The posting is now in the Human Resources inbox to be approved, which typically happens within 48 hours.