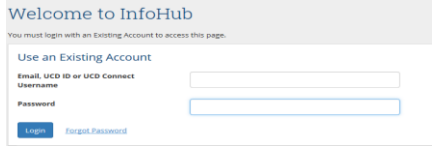


# UCD Online Hiring Form User Guide School/Unit-CP/VP

## 1. School or unit log in



- Go to [www.ucd.ie/infohub](http://www.ucd.ie/infohub)
- Log in using your Staff Personnel Number, UCD Username or email address



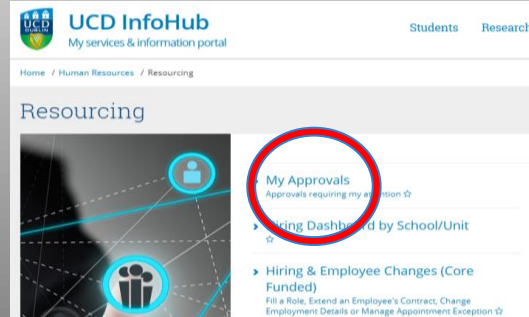
- Click on Human Resources



- Select the Resourcing Icon



## 2. Select My Approvals



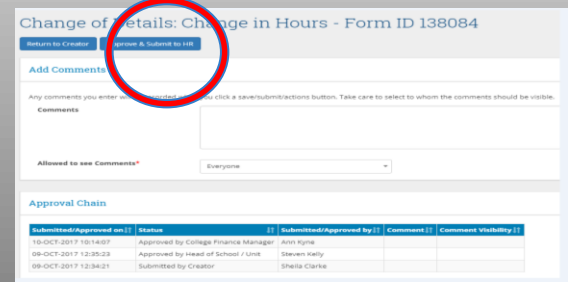
- Forms for your approval are in the left column. Click on form ID number to approve.



- Review the content of the form.



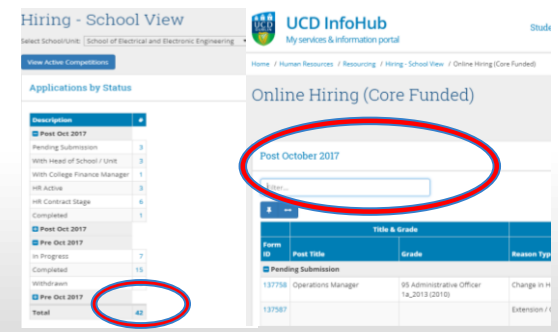
- To approve and progress the form click on the submit to Human Resources button. If you are unsatisfied or have a query in relation to this form click on the Return to Creator button and you can add in comments before reverting if you wish.



- To view forms in progress or completed forms click on the Resourcing Dashboard under the main Resourcing tab.



- To search for an in progress form click on the total button and then enter either the form ID, grade or post title into the filter field to find your form.



## 5. How to nominate a proxy approver

- In order to nominate a proxy approver please email [hrhelpdesk@ucd.ie](mailto:hrhelpdesk@ucd.ie) indicating the proposed approver, set duration and reason for the change. The Head of Resourcing will review each request on a case by case basis.

