

# 教师端去向变更操作指南

## 一. 审核去向变更申请

登录账号进入管理后台，点击“就业模块”——“就业去向变更”。



一般来说审批流程是辅导员审核-管理员审核。“待我审”显示的是我应该审核的学生。



找到对应的学生后，点击“详细”按钮，即可查看学生去向变更详情。

The screenshot shows a web interface for managing student agreements. At the top, there are input fields for '学号' (Student ID), '姓名' (Name), '性别' (Gender), and '毕业年份' (Graduation Year). Below these are fields for '学院' (College), '签约单位名称' (Contracting Unit Name), '变更类型' (Change Type) with a dropdown menu set to '违约' (Breach), and '原协议书编号' (Original Agreement No.). There is also a field for '新协议书编号' (New Agreement No.) and a '变更理由' (Change Reason) field. A '上传材料' (Upload Materials) button is present. On the right, there is a '详细' (Details) button. Below the form, there are two approval sections: '辅导员审核' (Counselor Review) and '管理员审核' (Admin Review). Each section has radio buttons for '不同意' (Disagree) and '同意' (Agree), a '结论' (Conclusion) field, and a '状态' (Status) field. The counselor review status is '上报完成' (Report Complete) and the admin review status is '等待审核' (Waiting for Review). There are also fields for '审批人' (Reviewer) and '审批时间' (Review Time) in each section. At the bottom right, there are '确定' (Confirm), '返回' (Return), and '退审' (Retract) buttons.

若已确定新协议书编号，则点击“编辑”按钮，填写新的协议书编号后，点击“更改”进行保存。暂时还不签约的，就先审核变更去向。等学生有了新的协议书编号，可在“协议书管理”中进行分配，或者由学生在录入去向的时候自行填写。

This screenshot is similar to the previous one, but it highlights the '更改' (Change) button with a red arrow. The '新协议书编号' (New Agreement No.) field is filled with the number '11111111'. The '上传材料' (Upload Materials) button is also visible.

信息核对无误后，在下方审批流点击对应的审批结论即可。若信息有误或者其他情况需要退回，则点击“退审”按钮，选择对应的审批流位置，点击“确定”即可。该模块审核和毕业去向/生源确认是同样的操作。

This screenshot shows the approval flow interface. The '辅导员审核' (Counselor Review) section has '同意' (Agree) selected. The '管理员审核' (Admin Review) section has '不同意' (Disagree) selected, which is highlighted with a red box. The '结论' (Conclusion) field is empty. The '状态' (Status) field is '等待审核' (Waiting for Review). The '审批人' (Reviewer) and '审批时间' (Review Time) fields are also present. At the bottom right, the '确定' (Confirm) button is highlighted with a red box, along with '返回' (Return) and '退审' (Retract) buttons.

## 二. 代学生提交去向变更申请

该模块支持代学生提交去向变更申请。点击列表上方的“新增”按钮。输入学生的“姓名”或者“学号”即可查询。注：必须是对应就业项目下存在的学生。



填写相关内容后，点击“更改”按钮后，会出现“递交”按钮。点击“递交”按钮，才算提交去向变更申请。在变更类型中，已签约再进行去向变更，属于**违约**。**必须上传**违约材料。内容一般是公司出具的**解约协议**，并由公司盖章。变更类型为协议书更换时，一般是协议书污损，遗失。无需上传材料。



代替学生递交完毕后，需要进行审核。在下方审批流点击对应的审批结论即可。若信息有误或者其他情况需要退回，则点击“退审”按钮，选择对应的审批流位置，点击“确定”即可。该模块审核和毕业去向/生源确认是同样的操作。

