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Approve/Deny Workflow 1

Approve/Deny Workflow

This page serves as a guide for approving and denying job posts in your posted jobs approval workflow queue. Your posted jobs approval workflow queue is accessible from your CareerPortal [Dashboard](#). The actual job approval or denial is performed on the [Job Detail](#) page.

Approve a job posting

You can approve a new job posting on the Job Detail page.

| Field | Description |
|-----------------------------------|--|
| Posted Jobs Approval Queue | In this section on the Dashboard, find the job approval workflow that you want to review and approve. |
| View | Display the Job Detail page. |
| Field | Description |
| Select Status | Click [v] to select <i>Approved</i> . |
| Update Status | A confirmation window will open. OK: Approve the job and close the confirmation window. You are returned to the Job Detail page. An approval date and time stamp will appear. GO BACK: Return to your Dashboard without approving the job. |

The job will continue through the job approval workflow until complete.

Deny a job posting

You can deny a new job posting on the Job Detail page.

| Field | Description |
|-----------------------------------|--|
| Posted Jobs Approval Queue | In this section on the Dashboard, find the job approval workflow that you want to review and deny. |
| View | Display the Job Detail page. |
| Field | Description |
| Select Status | Click [v] to select <i>Denied</i> . |
| Enter Comments | This field appears when <i>Denied</i> is selected. Type a reason for denying the job posting. |
| Update Status | A confirmation window will open. OK: Deny the job position and close the confirmation window. A denial date and time stamp will appear. GO BACK: Return to your Dashboard without denying the job. |

The job will continue through the job approval workflow until complete.

Resubmit a job posting

When a job posting is denied, the **Resubmit** button appears allowing you to resubmit the job to the approval queue with your comments. The administrator who created the job can make any necessary changes at this point. When a job post is resubmitted, it must go through the entire job approval workflow again.

| Field | Description |
|-----------------|---|
| Resubmit | Return the job posting to the posted jobs approval queue. |

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