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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.

- In the **Posted Jobs Approval Queue** section on the Dashboard, choose a job approval workflow that you want to review and approve.
- Click **View**. The Job Detail page will display.

Field	Description

Click Update Status. A confirmation window will open.

Click OK to close the confirmation window and return to the Job Detail page.

An approval date and time stamp will appear.

Click GO BACK to return to your Dashboard.

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. To do so:

In the Posted Jobs Approval Queue section on the Dashboard, choose a job approval workflow that you want to review and deny.

Click View. The Job Detail page will open.

Under Select Status, click and select Denied.

The Enter Comments field will appear. Type a reason for denying the job posting.

Click Update Status. A confirmation window will open.

Click OK to close the confirmation window.

A denial date and time stamp will appear.

Click GO BACK to return to your Dashboard.

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. When a job post is resubmitted, it must go through the entire job approval workflow again.

Click Resubmit to return the job posting to the posted jobs approval queue

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