

Table of Contents

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.

- 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
Select Status	Click [vvv] to select <i>Approved</i> .
Update Status	

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.

- 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.

Field	Description
Select Status	

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

From:
<https://help.ascendertx.com/careerportal/> - **CP**

Permanent link:
https://help.ascendertx.com/careerportal/doku.php/approve_deny_workflow?rev=1487276698

Last update: **2019/12/10 09:30**

