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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
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.

- 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.
- In the Select Status drop-down menu, click **[v]** 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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