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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.

- 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 *Approved*.
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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