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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.

Field	Description
<b>Posted Jobs Approval Queue</b>	In this section on the Dashboard, find the job approval workflow that you want to review and approve.
<b>View</b>	Display the <a href="#">Job Detail</a> page.
Field	Description
<b>Select Status</b>	Click [ <b>v</b> ] to select <i>Approved</i> .
<b>Update Status</b>	A confirmation window will open. <b>OK:</b> Approve the job and close the confirmation window. You are returned to the Job Detail page. An approval date and time stamp will appear. <b>GO BACK:</b> 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
<b>Posted Jobs Approval Queue</b>	In this section on the Dashboard, find the job approval workflow that you want to review and deny.
<b>View</b>	Display the <a href="#">Job Detail</a> page.
Field	Description
<b>Select Status</b>	Click [ <b>v</b> ] to select <i>Denied</i> .
<b>Enter Comments</b>	This field appears when <i>Denied</i> is selected. Type a reason for denying the job posting.
<b>Update Status</b>	A confirmation window will open. <b>OK:</b> Deny the job position and close the confirmation window. A denial date and time stamp will appear. <b>GO BACK:</b> 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
<b>Resubmit</b>	Return the job posting to the posted jobs approval queue.

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