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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.

Field	Description
Posted Jobs Approval Queue	In this section on the Dashboard, find the job approval workflow that you want to review and approve.
View	Display the Job Detail page.

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.

Field	Description
Posted Jobs Approval Queue	In this section on the Dashboard, find the job approval workflow that you want to review and deny.
View	Display the Job Detail page.

Field	Description
Select Status	Click **[v]** to select *Denied*.
Enter Comments	This field appears when *Denied* is selected. Type a reason for denying the job posting.
Update Status	A confirmation window will open. **OK**: Deny the job position and close the confirmation window. A denial date and time stamp will appear. **GO BACK**: 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
Resubmit	Return the job posting to the posted jobs approval queue.

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