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Admin Job Detail

The Job Detail page provides the job description and other important information about a job. Applicants can ask employers questions about the job or apply for the job from this page. Administrators, if they have been included in the job approval workflow, can approve or deny a job from this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Ask a question

You can ask an employer a question about a job using the **Ask a Question** button. Using this button begins a conversation with the hiring employer by opening the **I have a question about <job position title>** window.

Field	Descriptions
Text box	Type your questions or message into the text box.
Send	Click **Send** to send your question.
Cancel	Cancel and return to the previous page.
GO BACK	Cancel and return to the previous page.

View Responses

The **Ask a Question** button turns to **View Responses** after you have asked a question about a job position. You can return to the Job Detail page to read and respond to employer responses, or you can click the Messages tab located in the CareerPortal sidebar to view specific or all responses to questions in your inbox.

Apply for the job

Field	Description
Apply Now	The Apply for the Job page will display.

After you have applied for a job, **Apply Now** is replaced with the date and time you completed the application.

Approve or deny a job

See Approve/Deny Job for more information.

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