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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
<b>Text box</b>	Type your questions or message into the text box.
<b>Send</b>	Click <b>Send</b> to send your question.
<b>Cancel</b>	Cancel and return to the previous page.
<b>GO BACK</b>	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
<b>Apply Now</b>	The <a href="#">Apply for the Job</a> 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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