Step-by-Step Guide for Denied Form

When any approver in the approval task routing denies a form, the initiator or originator of the form will receive an email notification detailing the denial, including reasons provided in the comments box. To address the denial, the initiator must log into their account and access the appropriate form for necessary corrections. They can identify the denied form by a red "X" next to its title. By checking the Task Routing section, they can view the reasons for denial, proceed to mark the form as incomplete, and republish it for edits. After making the required changes, the initiator can resubmit the form for the approval process, and the updated form will progress to the first approver indicated as "In Progress" in the Task Routing column.

1. If any approver in the approval task routing denies your form, you will receive an email notification about the denial. The email will contain information about the denial and the reason(s) for it. You will then be prompted to log into Interview Exchange.

Tue 10/3/2023 1:32 PM

Interview Exchange <info@interviewexchange.com>

Denied Form - Step-by-Step Guide Denied Form [Hiring Request Form]

To   Jake Donovan

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Hirezon | Exchange

10/03/2023
Middlesex Community College - Main Campus

Dear Jake,

Jake R Donovan has denied Task: Hiring Request during the review of the form below.

Form Title/Name: Step-by-Step Guide Denied Form [ID: 183920]
**Template:** Hiring Request Form
Initiated by: Jake R Donovan

Please login to your **account** and review the reason for denial via the Task Routing option on this task. If needed, you can then revise the task and re-send it for approval. Please contact your Administrator for assistance.

For any Forms related assistance, please contact your HR Administrator or for any technical assistance please contact us via the online **Help Desk**.

Interview Exchange Support

2. After signing into **Interview Exchange**, click on the Interview Exchange Forms Module:

Hirezon | Interview Exchange

Forms	Applicant Tracking System	Onboarding / Contracts
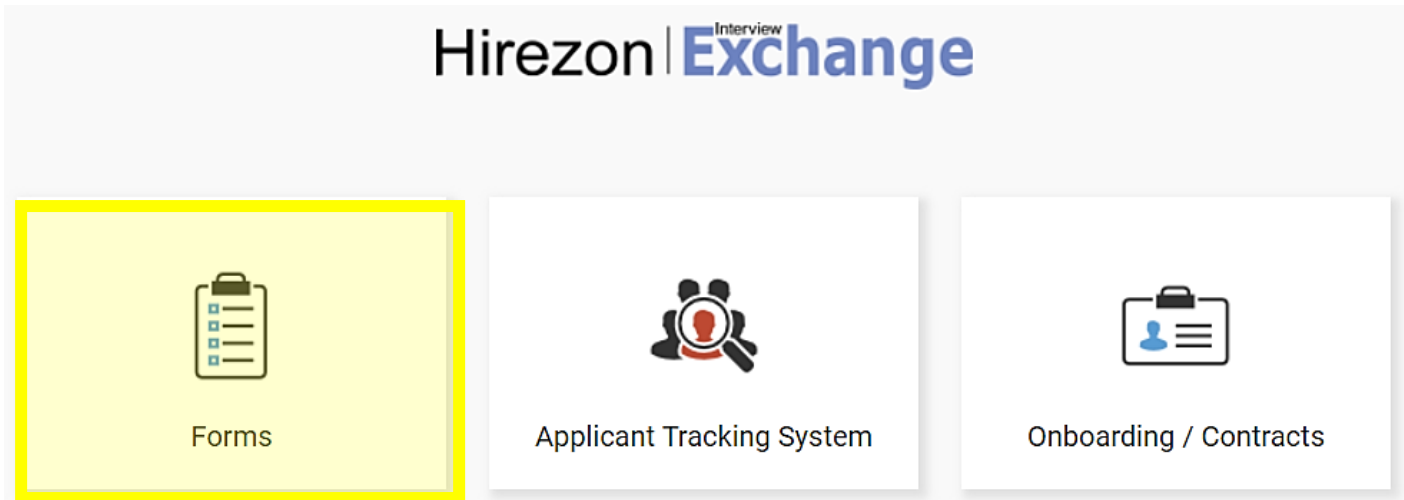
3. This screen is called your "Dashboard". This is where you will see all forms that you've completed or are still pending. Look for the denied form in the "Published Forms" area of your dashboard.

156 All forms   **0** Created by me   **1** Assigned to me   + Start New Form

In Progress ❓

Actions	ID	Title/Name	Originator	Template	%	Status	Updated
🔍 ☑ 🗑	181567	Engineering Faculty	Marie Tupaj	Hiring Request Form	66	In-Progress	09/29/2023
🔍 ☑ 🗑	181090	Biotechnology Faculty	Marie Tupaj	Hiring Request Form	66	In-Progress	09/29/2023
🔍 ☑ 🗑	183206	Adult Learning Center Instructors	Katherine Innis	Hiring Request Form	66	In-Progress	09/29/2023
🔍 ☑ 🗑	183277	Cardinal Coaching Hours Aug/Sept 2023	Teresa S Medina	Stipend Request Form	50	In-Progress	09/29/2023
🔍 ☑ 🗑	182589	Principal Manager of IT Infrastructure	Pramod Bhardwaj	Hiring Request Form	66	In-Progress	09/29/2023
🔍 ☑ 🗑	169525	Evening Cleaner/Laborer (4 Vacancies)	Christopher P French	Hiring Request Form	66	In-Progress	09/29/2023
🔍 ☑ 🗑	183552	CJ FA 23 Chair Duties	Kristen M McBride-Silv	Stipend Request Form	0	In-Progress	09/29/2023
🔍 ☑ 🗑	181251	Cultural Competency 8-28-23 3	Yatsen Paak	Stipend Request Form	33	In-Progress	09/29/2023
🔍 ☑ 🗑	181564	Fall 23 ENG Meeting	Wendy M Khadjikian	Stipend Request Form	83	In-Progress	09/29/2023
🔍 ☑ 🗑	183440	Thomas Asiamah	Herbert f Morande	Employee-Exit/Termination Fc	0	In-Progress	09/29/2023

|◀ ◀   1 to 10 of 156 Records   ▶ ▶| Page 1 ▼

Filters

Department: [--------------All--------------- ▼]

Form: [(Title/Name)] or [(ID Exact)]

Originator: [(Name or Email)]

Assignee: [(Name or Email)]

Template: [(Template Name)]

Additional: [---- Select ---- ▼] [(Keyword)]

Between: [📅] and [📅]

[Search]   [Reset]

Reports

📄 Status Report   📄 EForm Reports

4. Click on the "**Edit**" button associated with the correct form that was denied. You will noticed a red "**X**" to the left of the Form Title, indicating that the form was denied.

5. Click on "**Actions**" followed by "**Mark As Incomplete**" on the right-hand side of the form. A pop-up message will appear. Click "**OK**" to proceed. This step is necessary to make edits to the form.

If your form has dependent tasks, read the pop-up message carefully. If you are unsure whether there are dependent tasks, contact your HR Administrator for assistance.
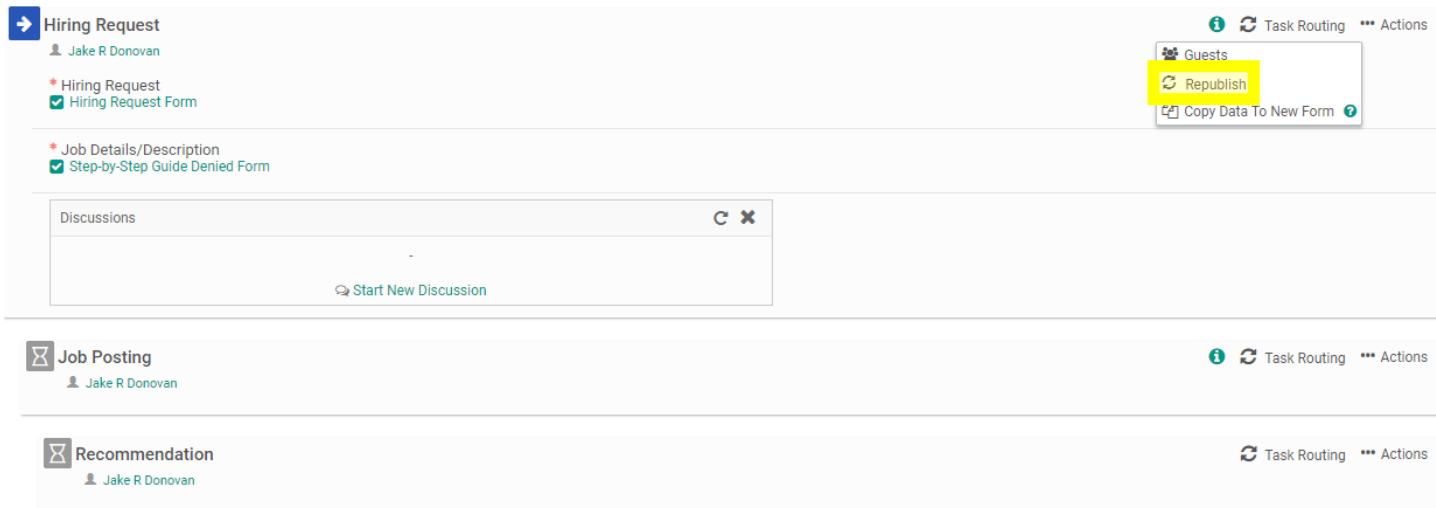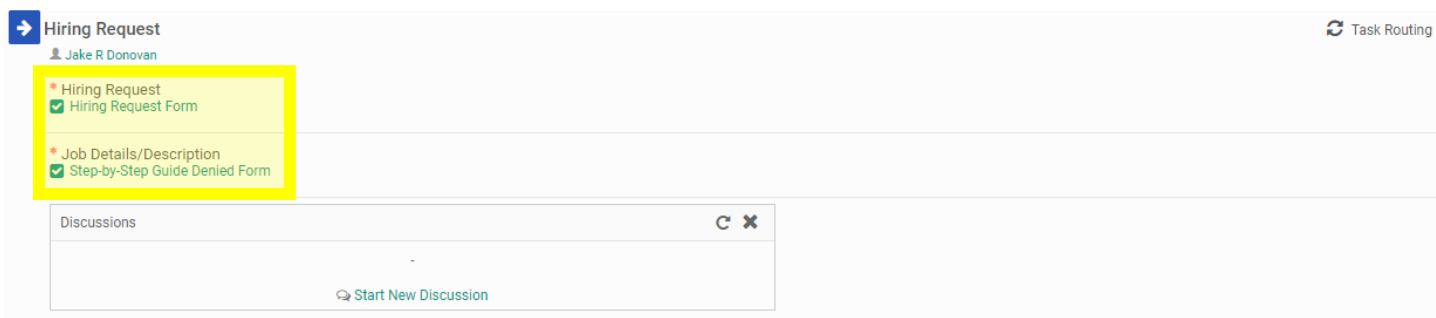
6. Click on "**Republish**". This action allows you to make edits to the form but does not send it for approval yet. A pop-up window will appear, asking if you are sure you want to republish the task. Click "**OK**" to confirm.

7. Click on the title of the form that needs correction. This will open the edit box.

8. Click on the "**Edit**" button to make any necessary changes to the form content.

9. Once the form has been updated click on "**Save & Submit**".
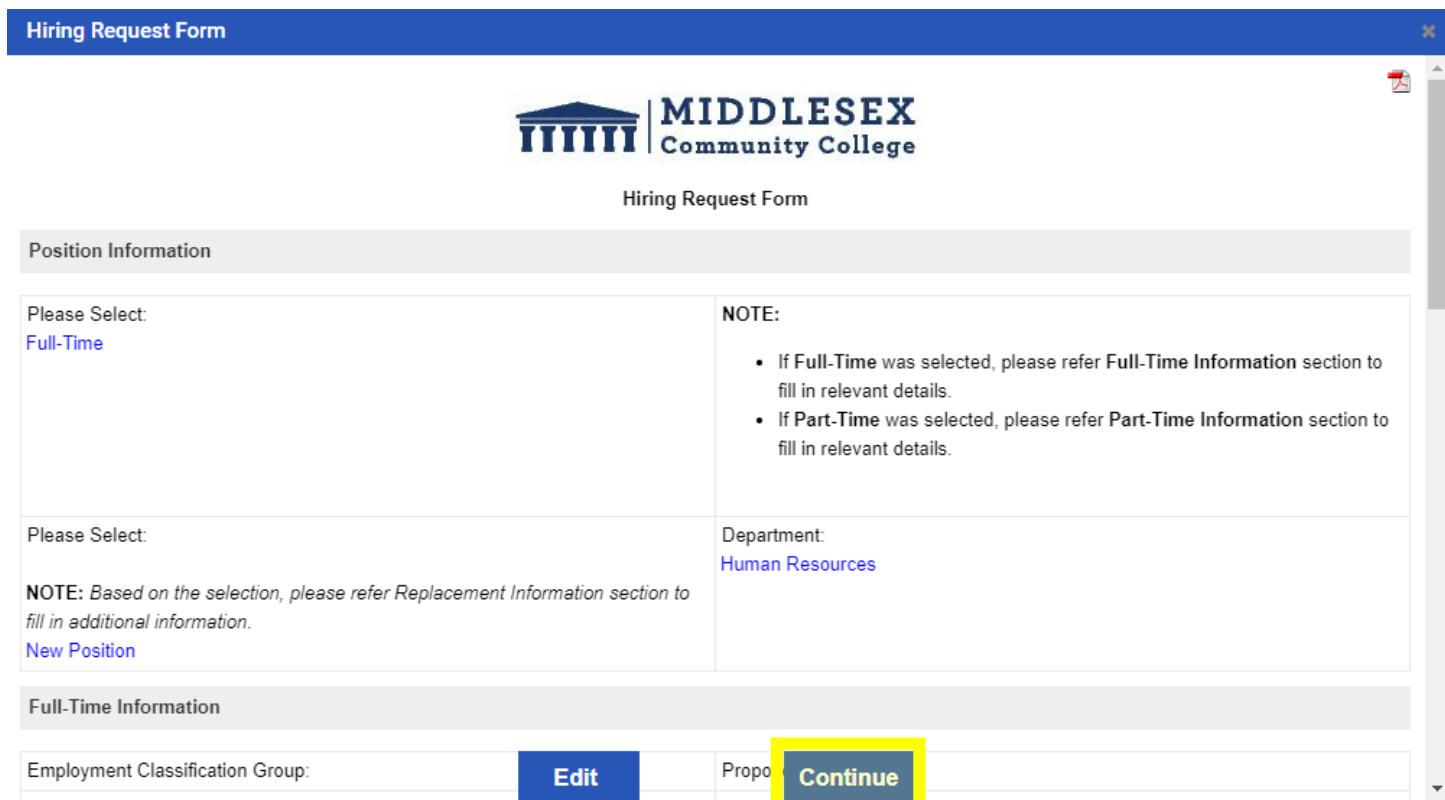
10. You will then be prompted to view the information you submitted on the form. You can click "**Edit**" if you would like to make changes. Otherwise, click "**Continue**"
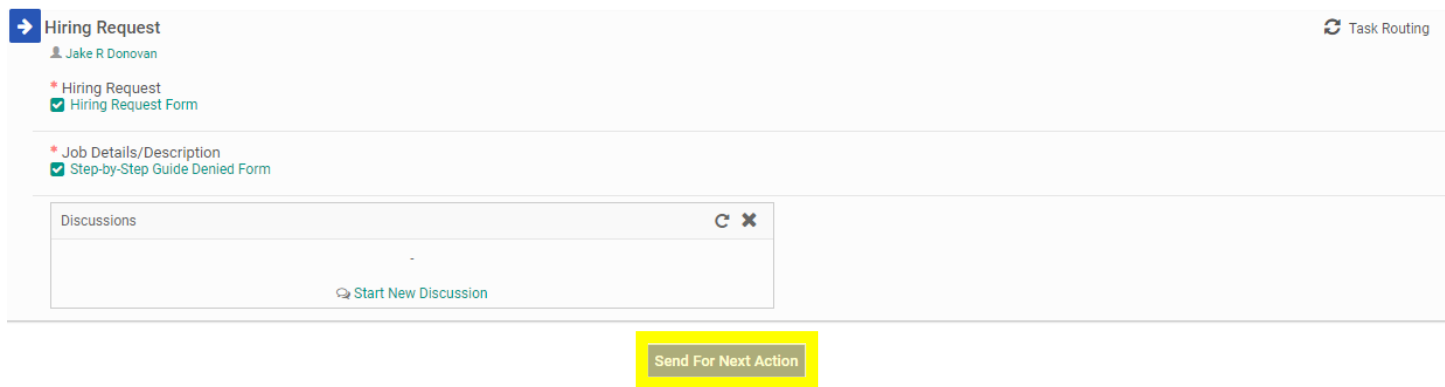
11. Next, you will need to click on "**Send for Next Action**". This will allow for each person in the task routing field to review the updated form and approve/deny/edit it. Each person in the task routing field receives an email notification when it is their turn to review the form.

NOTE: If you are one of the approvers in the Task Routing of the form, please review the Interview Exchange Step-by-Step Guide for Task Routers.