

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 | 

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

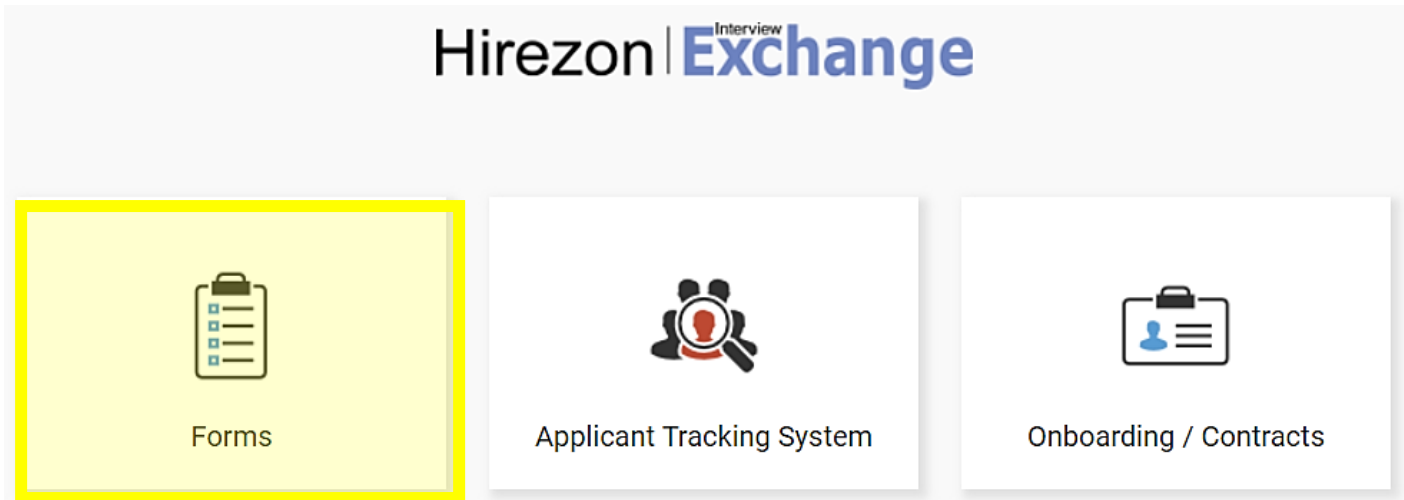
Initiated by: Jake R Donovan

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:



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 Fr 0		In-Progress	09/29/2023

1 to 10 of 156 Records Page 1

Filters

Department:

Form: or

Originator:

Assignee:

Template:

Additional: (Keyword)

Between: and

Reports

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

164 All forms 1 Created by me 1 Assigned to me Guest Reviews [+ Start New Form](#)

In Progress ?

Actions	ID	Title/Name	Originator	Template	%	Status	Updated
	184009	Fill in J. Breen/K. Augustus	Diane Coakley	Stipend Request Form	0	In-Progress	10/04/2023
	183920	Step-by-Step Guide Denied Form	Jake R Donovan	Hiring Request Form	0	In-Progress	10/03/2023
	183907	ABE Instructor / Brettany DiMatteo	Katherine Innis	Stipend Request Form	0	In-Progress	10/03/2023
	183902	Fill in K. Augustus/Deb Finnegan	Diane Coakley	Stipend Request Form	0	In-Progress	10/03/2023
	181248	Cultural Competency 8-28-23 2	Yatsen Paak	Stipend Request Form	60	In-Progress	10/03/2023
	183863	Graphic Arts Program Staff/Rivera	Wendy M Khadjikian	External PT Hiring Form	0	In-Progress	10/03/2023
	181236	Cultural Competency 8-28-23	Yatsen Paak	Stipend Request Form	80	In-Progress	10/03/2023
	164511	Alumni Mentor / Maria Aybar	Claudia Wesley	Renewal Request Form	0	In-Progress	10/02/2023
	183793	AANAPISI Curriculum Development Stipend	Yatsen Paak	Stipend Request Form	0	In-Progress	10/02/2023
	183789	AANAPISI Curriculum Development Stipend	Yatsen Paak	Stipend Request Form	0	In-Progress	10/02/2023

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Filters

Department:

Form: or

Originator:

Assignee:

Template:

Additional: (Keyword)

Between: and

[Search](#) [Reset](#)

Reports

[Status Report](#) [EForm Reports](#)

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.

Hiring Request

Jake R Donovan

Task Routing **Actions**

Actions

Job Posting

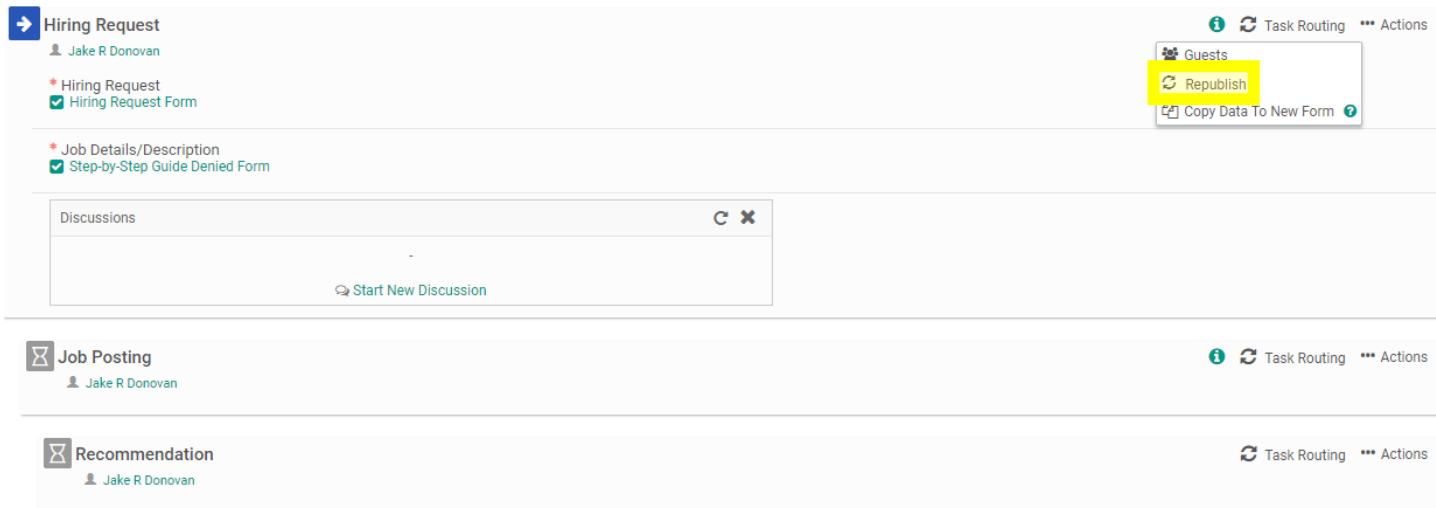
Jake R Donovan

Recommendation

Jake R Donovan

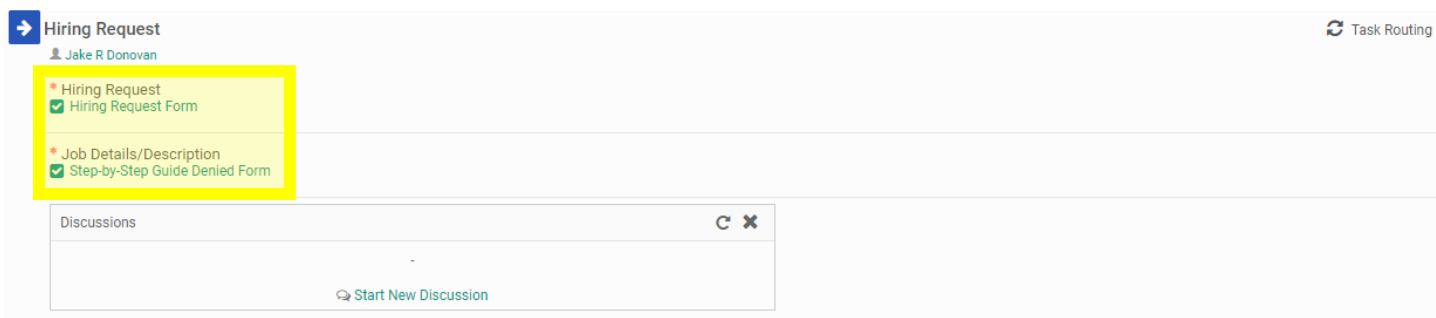
Actions

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.



The screenshot shows a web interface with three main cards: 'Hiring Request', 'Job Posting', and 'Recommendation'. The 'Hiring Request' card is the focus, showing a list of tasks: 'Hiring Request Form' (checked) and 'Step-by-Step Guide Denied Form' (checked). A 'Discussions' section is visible below. A 'Guests' dropdown menu is open, with the 'Republish' option highlighted in yellow. Other options include 'Copy Data To New Form'. The 'Task Routing' and 'Actions' icons are visible in the top right of the card.

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




This screenshot is similar to the previous one, but the 'Hiring Request Form' title in the task list is highlighted in yellow. The 'Republish' button is no longer visible. The 'Task Routing' icon is visible in the top right corner.

Send For Next Action

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

Hiring Request Form



Hiring Request Form

Position Information


Please Select: Full-Time	NOTE: <ul style="list-style-type: none">• If Full-Time was selected, please refer Full-Time Information section to fill in relevant details.• If Part-Time was selected, please refer Part-Time Information section to fill in relevant details.
Please Select: NOTE: Based on the selection, please refer Replacement Information section to fill in additional information. New Position	Department: Human Resources

Full-Time Information

Employment Classification Group:	Edit	Proposed Salary (\$):	Continue
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9. Once the form has been updated click on **“Save & Submit”**.

Hiring Request Form



Hiring Request Form

Position Information

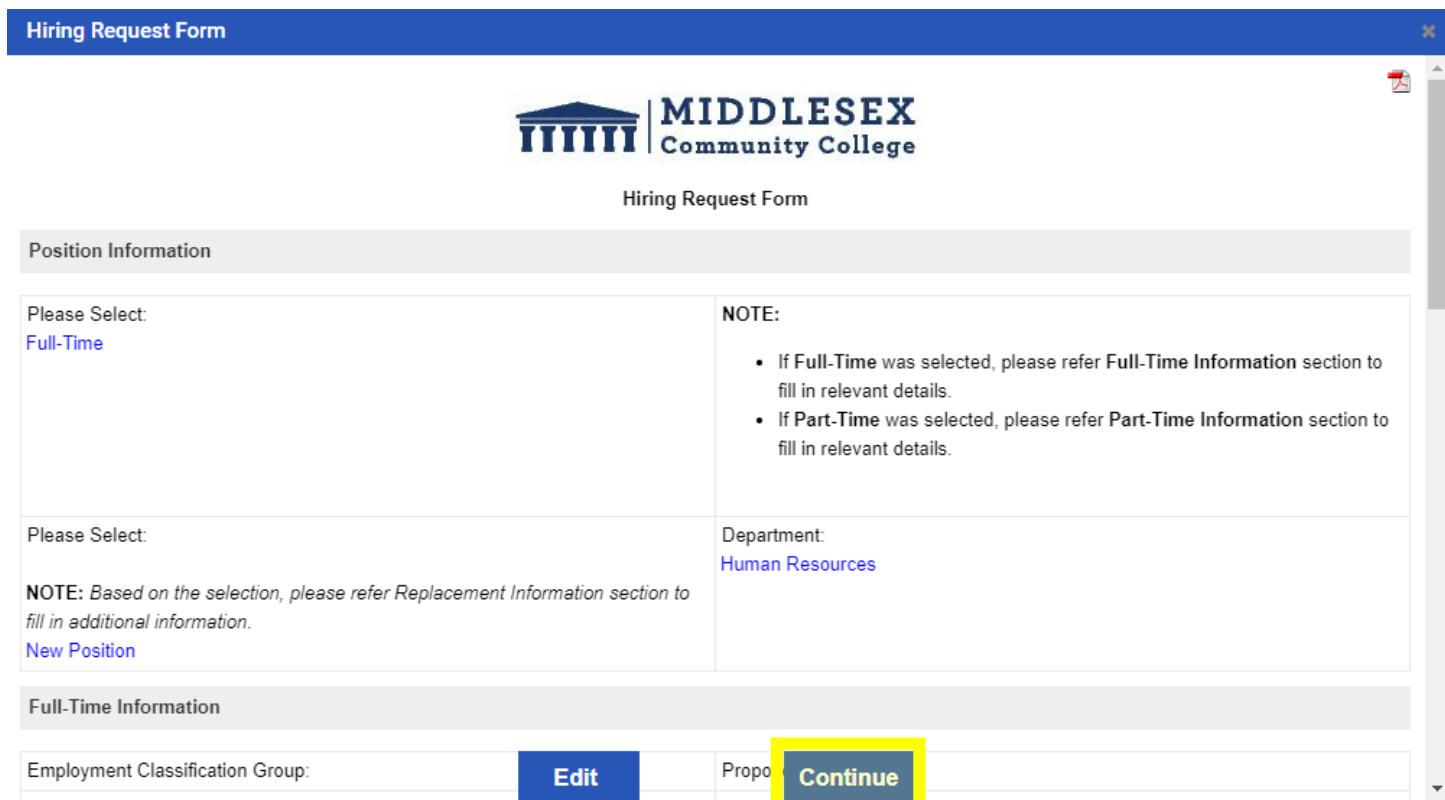
*Please Select: Full-Time	NOTE: <ul style="list-style-type: none">• If Full-Time was selected, please refer Full-Time Information section to fill in relevant details.• If Part-Time was selected, please refer Part-Time Information section to fill in relevant details.
*Please Select: NOTE: Based on the selection, please refer Replacement Information section to fill in additional information. New Position	*Department: Human Resources

Full-Time Information


Employment Classification Group: --Select--	Proposed Salary (\$):
Position Grade (if applicable):	Proposed Start Date:

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**”



Hiring Request Form

 **MIDDLESEX**
Community College

Hiring Request Form

Position Information

Please Select:
[Full-Time](#)

NOTE:

- If **Full-Time** was selected, please refer **Full-Time Information** section to fill in relevant details.
- If **Part-Time** was selected, please refer **Part-Time Information** section to fill in relevant details.

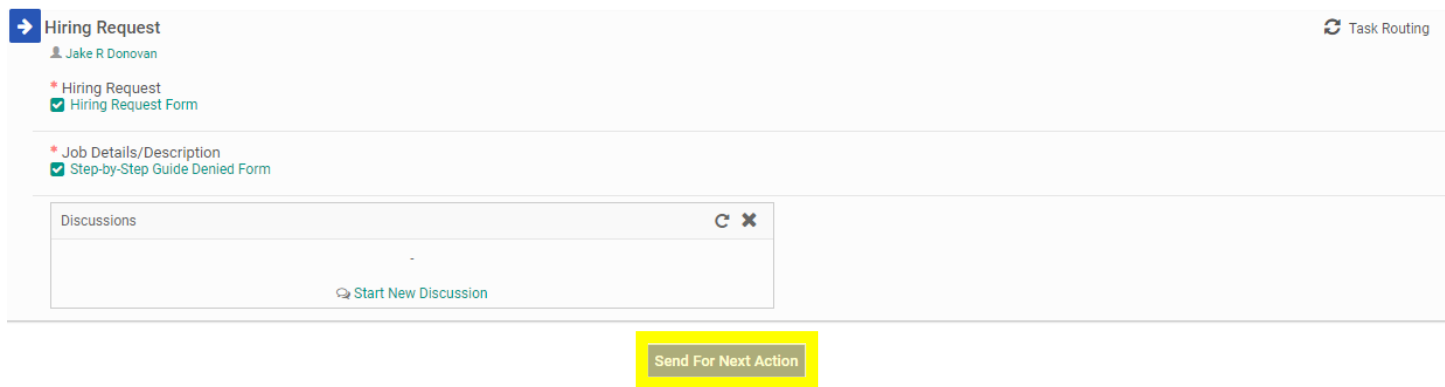
Please Select:
NOTE: Based on the selection, please refer Replacement Information section to fill in additional information.
[New Position](#)

Department:
[Human Resources](#)

Full-Time Information

Employment Classification Group: [Edit](#) Propo [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.



Hiring Request Task Routing

Jake R Donovan

- * Hiring Request
 Hiring Request Form
- * Job Details/Description
 Step-by-Step Guide Denied Form

Discussions Close

[Start New Discussion](#)

[Send For Next Action](#)

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.