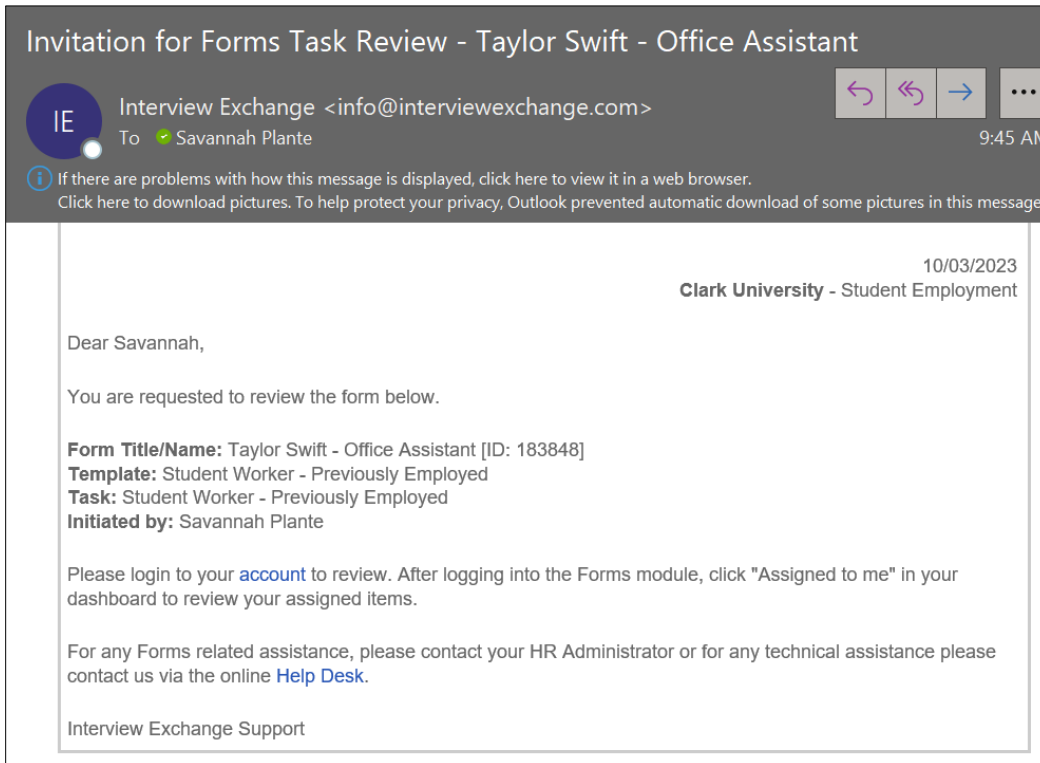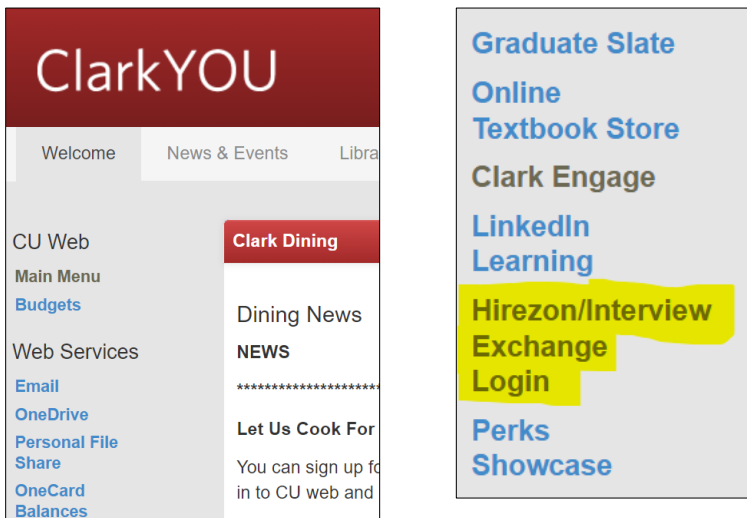# Reviewing and Approving Hire Forms on Interview Exchange
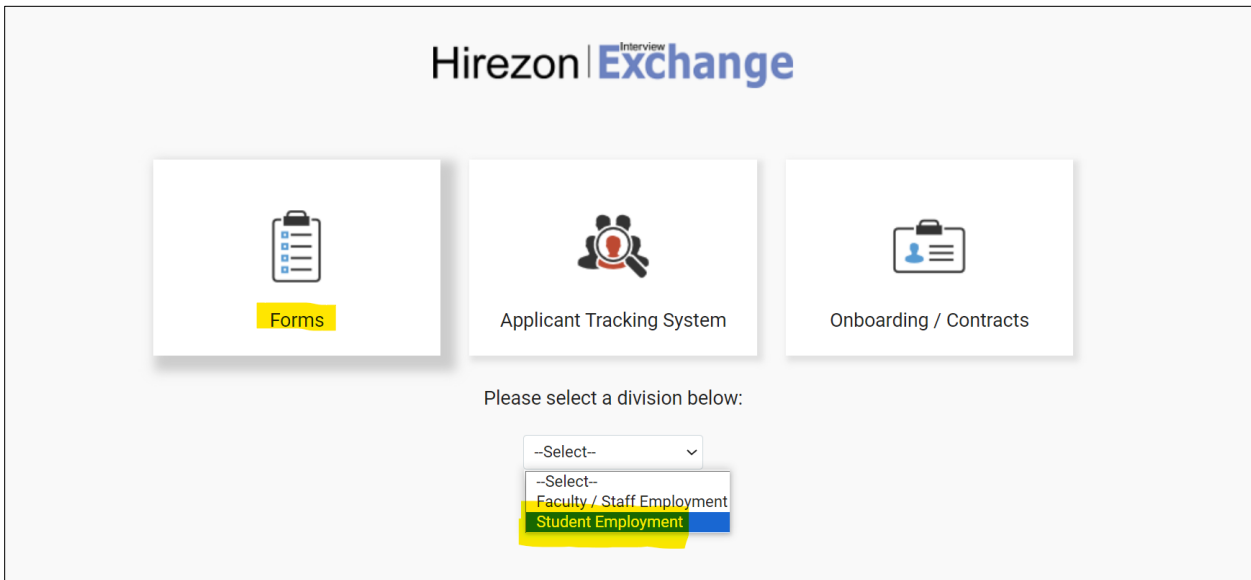
When a hire form has been assigned to you for approval, you will receive the below email:



The link for Interview Exchange is on ClarkYou:

Hire Forms will be located in the Forms module. Once you click on **Forms**, you will be prompted to select a division. Faculty/Staff Employment goes to the Human Resources Office, so please select **Student Employment**.

You will enter into your Dashboard and can return here by selecting **Dashboard** at the top of the screen at any time. You will be able to see the forms currently assigned to you at the top. Scroll down to the **Waiting for Task Approval** section.
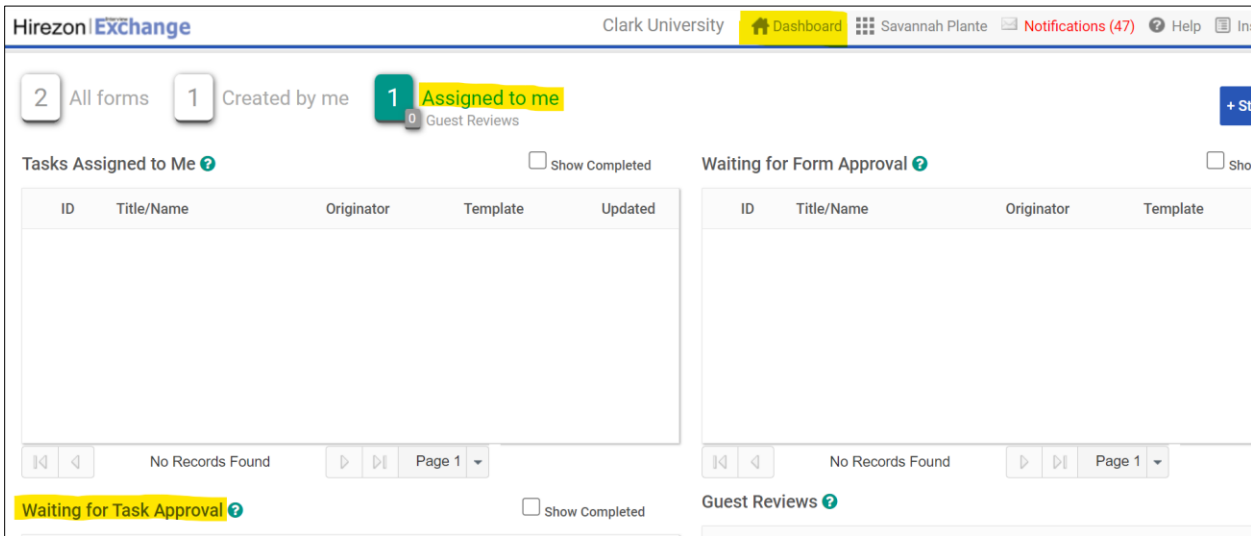
Here we see a form for the student Taylor Swift that is waiting for your approval. Click the **Edit** button to review the form.
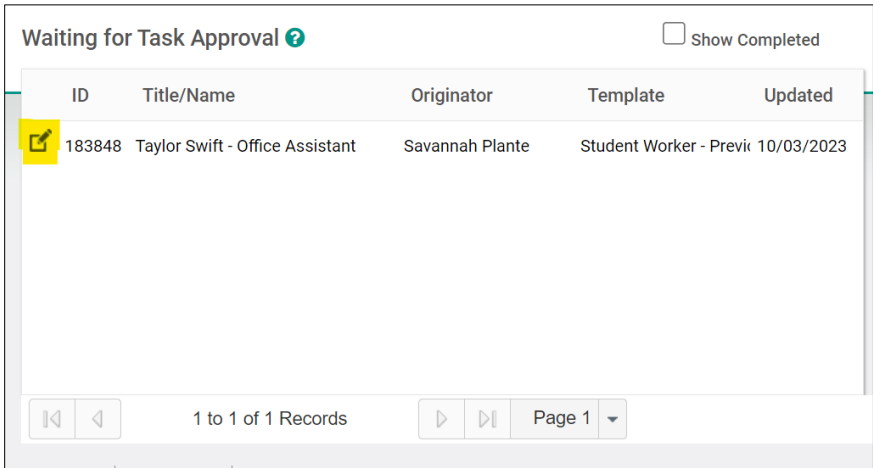
In order to approve or deny the form, you will need to review the form in its entirety. Click on **Student Worker Hire Form.**

Review the forms for errors. Select **Save & Submit** when everything has been reviewed.

It will ask you to confirm the changes by selecting **Continue** or **Edit** if more changes are needed.

Once you have reviewed the form, a green check mark will appear next to the form name allowing you to approve or deny the form.

Task Approvals on Taylor Swift - Office Assistant

Form ID: 183848

Please review the tasks below and click Approve or Deny.

Student Worker - Previously Employed

Savannah Plante

* Student Hire Form
✅ Student Worker Form

Discussions	C ✕
-	
Start New Discussion	

Please enter comments here.

Approve   Deny

If approved, the form will continue to the next group in the task routing.

If denied, please indicate a reason why. The form creator will receive an email saying the form has been denied and the reasoning will show up in the task routing. The creator of the form can edit the issue and resubmit the hire form. You will receive the form again to approve.

Task Routing ✕

Approver Title	User	Status	Actions
Budget Approver (optional)	✏ N/A		
Student Employment	✏ Savannah Plante	❓ Denied [11-17-2023 11:44 AM EST]	
	"wrong org code"		

Note: Task is enabled for routing users to be optional.

Show Routing History

Record Keeping (if needed):

If you are looking for a form that you recently approved, you can click the **Show Completed** button on the dashboard to show past approved forms. By clicking the magnifying glass, you can view the past task routing and the form.

Completed Task Approval ❓   ✅ Show Completed

	ID	Title/Name	Originator	Template	Updated
🔍	183848	Taylor Swift - Office Assistant	Savannah Plante	Student Worker - Previc	10/03/2023

By clicking the PDF button on the top right, you can save this screen with the task routing. If you click **Student Worker Form**, you can save a PDF of the content within the form itself.

As long as you are the one who approved the form, and the form isn't closed manually by someone (i.e., it doesn't go through the entire process from beginning to end), then the form will remain in your dashboard indefinitely. You can sort your completed forms by department, updated date, originator, or title.