

EDU Resource: Job Auto Approval/Exception Criteria

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How do I set up Job Automatic Approval?

- Check out this [Handshake help article](#) to learn more

What are the considerations for getting started?

- [Set up permissions](#) for each user for job auto-approval
 - Ensure that each user that needs this permission has “Manage Job Automatic Approval” toggled on in their user roles
- Discuss with your team what criteria you would like to vet in a job, some examples include:
 - Salary expectations
 - Jobs outside of your state/country
 - Job type
 - Job Role
 - Duration
 - Industry
 - Full Time/Part-Time
 - Label
 - Work Study
- Know which jobs you want to quickly approve, decline, or highlight to particular groups of students
- Select a point person who is responsible for the set up and permission management

What are the best practices for the job auto approval process?

- Only select criteria you truly want to vet. Selecting too many criteria will make the tool less effective.
 - **Quick Tip:** You can also utilize this tool to pull out jobs that you want to highlight to your students. Rather than selecting criteria to decline, consider selecting criteria for the jobs you want to approve or label for your students.
- Review your approval criteria regularly, perhaps the end of each semester or quarter. Take audit and make any necessary adjustments.
- Make sure you regularly check your Pending queue for jobs that meet your review criteria.

Job auto approval employer level setting:

- **Note:** Any Job Automatic Approval settings will not replace the Auto Approve Jobs permissions that were previously set for a specific employer. If you have an employer that you have already toggled on the Auto Approve Jobs selection, their jobs are approved automatically and the criteria set in the Job Automatic Approval settings will not prevent the employer's jobs from being auto approved. Learn more about the [Auto Approve Jobs permissions here Employers and Jobs System Setup and Managing Employers](#).