Table of Contents

Job Positions

The Job Positions page allows you to create, edit, and delete job positions for your organization. A list of existing job positions is displayed in a grid on this page. When you post a job or when you [link](#) a job position to a [department](#), you will select a position that is created using this page.

[The Position Name column can be sorted](#)

Sort columns at any time by clicking on a column's heading. Click the heading once to sort the grid information in ascending order. Click the heading again to sort the grid information in descending order.

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[Basic Navigation](#) See [Navigation and Search](#) for more information about basic navigation and [search](#) options on the page.

[Return to Admin Tools](#) You can return to the [Admin Tools](#) page at any time by clicking **Admin Tools**.

Add job positions

Job positions are added using the **Add New Position** window. Click **Records** to select the number of records to display.

- Click **Add New +** to open the **Add New Position** window.

Field	Description
Position Title	Type the new job position's name.
Position Description	Type a description for the new job position.

- Click **Add Position** to save the new job position.
- Click **Cancel** to return to the previous screen.

Edit or delete job positions

- Click **Edit** to edit a row. The row will enter edit mode where all editable fields are underlined.
- Click on the field that you want to edit. An editor will open to make your edits.
    - Click ✔ to exit the editor with your edits.
    - Click **X** to exit the editor without your edits.
    - Click **Save** to save your work.
    - Click **Cancel** to return to the previous screen.
- Click **Delete** to delete the row. A confirmation message is displayed prompting you to continue.

- Click **OK** to delete the row.
- Click **Cancel** to return to the previous screen.

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