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Job Positions 1

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**.

Records Click **Records** to select the number of records to display.

Add or edit job positions

Job positions are added or edited using the **Add New Position** window.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Add New + or Edit</td><td>Open the Add New Position window.
Add a new position
Add pertinent information for the position.
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Position Title</td><td>Type the new job position's name.</td></tr>
<tr><td>Position Description</td><td>Type a description for the new job position.</td></tr>
<tr><td>Add Position</td><td>Save the new job position.</td></tr>
<tr><td>Cancel</td><td>Cancel and return to the previous page.</td></tr>
</table></td></tr>
</table>

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.

From:
https://help.ascendertx.com/careerportal/ - **CP**

Permanent link:
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Last update: **2019/12/10 09:31**