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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.

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.

Field	Description										
Add New +	Open the Add New Position window . Add a new position Add pertinent information for the position.										
	<table border="1"><thead><tr><th>Field</th><th>Description</th></tr></thead><tbody><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></tbody></table>	Field	Description	Position Title	Type the new job position's name.	Position Description	Type a description for the new job position.	Add Position	Save the new job position.	Cancel	Cancel and return to the previous page.
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Position Title	Type the new job position's name.										
Position Description	Type a description for the new job position.										
Add Position	Save the new job position.										
Cancel	Cancel and return to the previous page.										
Edit	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.										
	<table border="1"><thead><tr><th>Field</th><th>Description</th></tr></thead><tbody><tr><td>✓</td><td>Exit the editor with your edits.</td></tr><tr><td>X</td><td>Exit the editor without your edits.</td></tr><tr><td>Save</td><td>Save your work.</td></tr><tr><td>Cancel</td><td>Cancel and return to the previous page.</td></tr></tbody></table>	Field	Description	✓	Exit the editor with your edits.	X	Exit the editor without your edits.	Save	Save your work.	Cancel	Cancel and return to the previous page.
Field	Description										
✓	Exit the editor with your edits.										
X	Exit the editor without your edits.										
Save	Save your work.										
Cancel	Cancel and return to the previous page.										

Edit or delete job positions

Field	Description
Delete	Delete the row. A confirmation message is displayed prompting you to continue. OK: Delete the row. Cancel: Cancel and return to the previous page.

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