

# Table of Contents

**Job Requirements Link** ..... 1



# Job Requirements Link

The Job Requirements Link page allows you to create and delete links between job positions and job requirements. A list of all linked job positions and requirements is displayed in a grid on this page. To add, edit, or delete job positions or job requirements on this grid, see [Job Positions](#) and [Requirements](#), respectively.

[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**.

## Link requirements to jobs

Use the **Create Links** section to create links between job positions and job requirements. You can [sort, filter, and search](#) using a variety of methods.

Field	Description
<b>Job Positions</b>	Select a job position to link a requirement to.
<b>Requirements</b>	Select a job requirement to link a job position to.
<b>X</b>	Remove a selected job position or requirement. You can also press BACKSPACE.

- Click Link to link the job position to the requirement.
- Cancel and return to the previous page.

## View or search job and requirement links

Use the Linked Values section to view and search linked job positions and requirements. You can [sort, filter, and search](#) using a variety of methods.

[Records](#) Click **Records** to select the number of records to display.

Field	Description
<b>Position</b>	Click <b>[vvv]</b> to select a job position. A list of job positions matching your selection is displayed.
<b>Requirement</b>	Click <b>[vvv]</b> to select a job requirement. A list of job positions matching the selected requirement is displayed.
<b>Description</b>	Type a link description. A list of linked job positions and requirements matching your typed search is displayed.

## Delete job and requirement links

- Click **Delete** to delete the link between a job position and requirement. A confirmation message is displayed prompting you to continue.
- Cancel and return to the previous page.

From:

<https://help.ascendertx.com/careerportal/> - CP

Permanent link:

<https://help.ascendertx.com/careerportal/doku.php/jobrequirementslink?rev=1487107170>

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

