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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
Job Positions	Select a job position to link a requirement to.
Requirements	Select a job requirement to link a job position to.
X	Remove a selected job position or requirement. You can also press BACKSPACE.

- Click Link to link the job position to the requirement.
- Click **Cancel** to return to the previous screen.

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

Field	Description
Position	Click **[vvv]** to select a job position. A list of job positions matching your selection is displayed.
Requirement	Click **[vvv]** to select a job requirement. A list of job positions matching the selected requirement is displayed.
Description	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.

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

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