

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 |
|----------------------|---|
| Job Positions | Select a job position to link a requirement to. |
| Requirements | Select a job requirement to link a job position to. |
| Field | Description |
| Link | Link the job(s) to the requirement(s). |
| Cancel | Clear the information from the two fields. |

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 |
|--------------------|---|
| 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

| Field | Description |
|---------------|--|
| Delete | Delete the row. This deletes the link between the two columns for that row. OK: Delete the link. Cancel: 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=1488491828>

Last update: **2019/12/10 09:30**

