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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**.

Columns on the Jobs Requirements Link page

Field	Description
Position	The name of the position.
Requirement	Job requirements specific to the job.
Description	A description of the row.

Link requirements to jobs

Use the **Create Links** section to create links between job positions and job requirements.

Field	Description
Job Positions	Select a job position to link a requirement to. Click the **X** to remove a selected job position. You can also press BACKSPACE.
Requirements	Select a job requirement to link a job position to. Click the **X** to remove a selected requirement. You can also press BACKSPACE.

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.

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

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.

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