

# 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.

Field	Description
<b>Job Positions</b>	Select a job position to link a requirement to. Click the <b>X</b> to remove a selected job position. You can also press BACKSPACE.
<b>Requirements</b>	Select a job requirement to link a job position to. Click the <b>X</b> to remove a selected requirement. You can also press BACKSPACE.
Field	Description
<b>Link</b>	Link the job(s) to the requirement(s).
<b>Cancel</b>	Clear the information from the two fields.

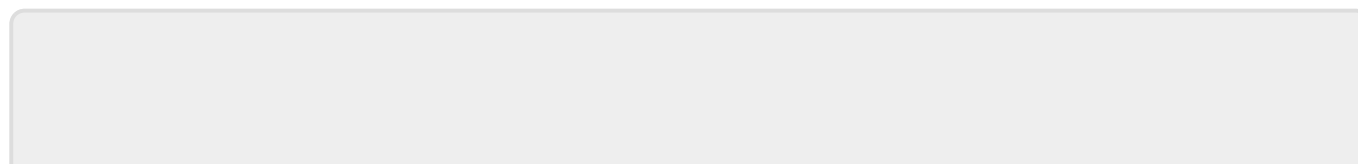
## View or search job and requirement links

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
<b>Delete</b>	Delete the row. This deletes the link between the two columns for that row. <b>OK:</b> Delete the link. <b>Cancel:</b> 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=1488829467>

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

