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# Job Search

The Job Search page allows you to view and search for jobs from the home page. Available jobs are listed in a grid on this page. By default, all CareerPortal jobs are viewable. You will need a CareerPortal account to apply for a job from this page.

See CareerPortal Navigation and Search for more information on basic navigation and available search options.

## Search and view jobs

The Job Search page provides several ways to search available positions.

- Columns that can be sorted at any time by clicking on a column's heading.
- A Search field that dynamically searches jobs using keywords.
- Search boxes or drop-down menus located within each column that help filter your search by column.

For fields viewable on this page, see the below table.

| **Field** | **Description** | |
|---|---|---|
| **Coop** | Displays the coop that the position is posted for. | |
| **Position Name** | Displays the job title. | |
| **Position Type** | Displays the type of job (e.g. teacher, administrator). | |
| **Description** | Keywords | Displays the job summary and other key job information. |
| **Days Left to Apply** | Displays the number of days left to apply. | |
| **records** | Select the number of job posts to display. | |

## Filter your job search results

You can filter your job search results using the following options.

| **Field** | **Description** |
|---|---|
| **Search** | Dynamically search all columns based on input typed into the field. |
| **Grid Search** | Dynamically search a column based on input typed into the field. |
| **Drop-down menus located within each column** | Click **[v]** to select options for the column. |
| **Sort each column** | Sort columns at any time by clicking on a column's heading. Click the heading once to sort the grid information in ascending order. Click the heading again to sort the grid information in descending order. |

# View a Job

- Click View to view the job.
- Click your browser's back button to return to the Job Search page.

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