

# Table of Contents

Job Search .....

1



# 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
<b>Coop</b>	Displays the coop that the position is posted for.
<b>Position Name</b>	Displays the job title.
<b>Position Type</b>	Displays the type of job (e.g. teacher, administrator).
<b>Position Name / Description</b>	Displays the job summary and other key job information.
<b>Days Left to Apply</b>	Displays the number of days left to apply.
<b>records</b>	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
<b>Search</b>	Dynamically search all columns based on input typed into the field.
<b>Grid Search</b>	Dynamically search a column based on input typed into the field.
<b>Select drop-down menus</b>	Click <b>[v]</b> to select options for the column.
<b>Sort each column</b>	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.

From:

<https://help.ascendertx.com/careerportal/> - CP

Permanent link:

<https://help.ascendertx.com/careerportal/doku.php/jobsearch?rev=1486764473>

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

