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.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Search and view jobs

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

- Columns can be sorted at any time by clicking on a column's heading.
- The Search field that dynamically searches jobs using keywords.
- Search boxes or drop-down menus located within each column 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).
Position Name / Description	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.
Select drop-down menus	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.

From:
https://help.ascendertx.com/careerportal/ - **CP**

Permanent link:
https://help.ascendertx.com/careerportal/doku.php/jobsearch?rev=1487101007

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