

# Table of Contents

**Posted Jobs** ..... 1



# Posted Jobs

The Posted Jobs page allows you to view, edit, and delete posted jobs. Only jobs that you have [posted](#) or jobs that have been [shared](#) with you are available on this page. All posted jobs are displayed in a grid on this page. Columns can be [sorted](#) at any time by clicking on a column's heading or by using the [search boxes](#) and [drop-down menus](#) located within each column. You can view and [search](#) forms using the Search field.

[Basic Navigation](#) See [Navigation and Search](#) for more information about basic navigation and [search](#) options on the page.



**Note:** Members of the Super Admin group will see all posted jobs.

## View and search posted jobs

Columns can be [sorted](#) at any time by clicking on a column's heading. You can also view and [search](#) posted jobs using the **Search** field. Click **Records** to select the number of posted jobs to display.

Column	Description
<b>ID-Visibility</b>	Displays the job ID and its visibility status (see <a href="#">Step 1 - Position on the Post a Job</a> page).
<b>Coop</b>	Displays the coop that the job is posted under. Super Admins can view all posted jobs for the coops they administer.
<b>Position</b>	Displays the job position title.
<b>Department</b>	Displays the department associated with a posted job.
<b>Posted</b>	Displays the date the job was posted.
<b>Deadline</b>	Displays the deadline for applying for a job.

- Click **View** to view the [job position details](#).
- Click **View Applicants** to navigate to the [Search Applicants](#) page where you can view applicants for a specific position.

## Edit or delete posted jobs

- Click **Edit** to edit a job post using the [Post Job Wizard](#).
- Click **Delete** to delete a job post. A confirmation message is displayed prompting you to continue.
  - Click **OK** to delete the job posting.
  - Cancel and return to the previous page.

From:

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

Permanent link:

<https://help.ascendertx.com/careerportal/doku.php/postedjobs?rev=1487082804>

Last update: **2019/12/10 09:30**

