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
ID-Visibility	Displays the job ID and its visibility status (see Step 1 - Position on the Post a Job page).
Coop	Displays the coop that the job is posted under. Super Admins can view all posted jobs for the coops they administer.
Position	Displays the job position title.
Department	Displays the department associated with a posted job.
Posted	Displays the date the job was posted.
Deadline	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.
    - Click **Cancel** to return to the previous screen.

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