

# 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.

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

[Records](#) Click **Records** to select the number of records to display.



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

## View and search posted jobs

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.

## View applicants or view, edit or delete posted jobs

Field	Description
<b>View Applicants</b>	Navigate to the <a href="#">Search Applicants</a> page where you can view applicants for a specific position.
<b>View</b>	View the <a href="#">job position details</a> .
<b>Edit</b>	Edit a job post using the <a href="#">Post Job Wizard</a> .
<b>Delete</b>	Delete the row. A confirmation message is displayed prompting you to continue. <b>OK:</b> Delete the row. <b>Cancel:</b> 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=1488831679>

Last update: 2019/12/10 09:30



