# 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 |
|---|---|
| **Find Applicants** | Navigate to the Search Applicants page where you can view applicants for a specific position. |
| **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. |
| **View** | View the job position details. |
| **Edit** | Edit a job post using the Post Job Wizard. |
| **Delete** | Delete the row. A confirmation message is displayed prompting you to continue.<br>**OK**: Delete the row.<br>**Cancel**: 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=1574271735**

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