

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 link | Navigate to the Search Applicants page where you can view applicants for a specific position. (Only visible if you have created a job or have had one shared with you.) |
| 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 button | View the job position details . (Only visible if you have created a job or have had one shared with you.) |
| Edit button | Edit a job post using the Post Job Wizard . (Only visible if you have created a job or have had one shared with you.) |
| Delete button | Delete the row. A confirmation message is displayed prompting you to continue. OK: Delete the row. Cancel: Cancel and return to the previous page. (Only visible if you have created a job or have had one shared with you.) |

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