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Requirements 1

Requirements

The Requirements page allows you to create, delete, and edit job requirements associated with specific job positions. A list of existing requirements is displayed in the grid on this page. When you post a job or when you link a job requirement to a job position, you will select a job requirement created using this page.

Sort columns

Sort columns at any time by clicking on a column's heading. Click the heading once to sort the grid information in ascending order. Click the heading again to sort the grid information in descending order.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Return to Admin Tools You can return to the Admin Tools page at any time by clicking **Admin Tools**.

Add job requirements

Job requirements are added using the **Requirement Details** window. All fields are required when adding a job requirement. Click **Records** to select the number of records to display.

- Click **Add New +** to open the **Requirement Details** window.

Fields	Description
Requirement Name	Type the job requirement's name.
Description	Type a description for the job requirement.

- Click **Save Requirement** to save the job requirement.
- Click **Cancel** to return to the previous screen.

Edit or delete requirements

Field	Description
	Click to open the **Requirement Details** window to make your edits.

- Click **Save Requirement** to save your changes.
- Click **Cancel** to return to the previous screen.

Field	Description
	Click **Delete** to delete the row. A confirmation message is displayed prompting you to continue.

- Click **OK** to delete the row.
- Click **Cancel** to return to the previous screen.

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