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# 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
<b>Requirement Name</b>	Type the job requirement's name.
<b>Description</b>	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 <b>Requirement Details</b> window to make your edits.

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

Field	Description
	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:

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Permanent link:

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