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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**.

Records Click **Records** to select the number of records to display.

Add or edit job requirements

Job requirements are added or edited using the **Requirement Details** window. All fields are required when adding a job requirement.

Field	Description	
Add New + or 	Open the Requirement Details window	
	Fields	Description
	Requirement Name	Type the job requirement's name.
	Description	Type a description for the job requirement.
	Save Requirement	Save the job requirement.
	Cancel	Cancel and return to the previous page.

Delete requirements

Field	Description
	Delete the row. A confirmation message is displayed prompting you to continue. OK: Delete the row. Cancel: Cancel and return to the previous page.

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