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# Search Jobs

The Search Jobs page allows you to view and search for jobs. Available jobs are listed in a grid on this page. By default, all CareerPortal jobs are viewable. You can filter your search to search for specific criteria. You can also save your searches for later viewing.

[Basic Navigation](#) See [Navigation and Search](#) for more information about basic navigation and [search](#) options on the page.

## Search and view jobs

The Search Jobs page provides several ways to search through available positions.

- Columns can be [sorted](#) at any time by clicking on a column's heading.
- The **Search** field dynamically [searches](#) jobs using keywords.
- [Search boxes](#) or [drop-down menus](#) located within each column help filter your search by column.
- Click **Records** to select the number of records to display.

### Columns on the Search Jobs page

Column	Description
Coop	Displays the coop that the job position is posted for.
Position Type	Displays the job's department (e.g. teacher, administrator).
Description / Keywords	Displays the job summary and other key job information.
Days Left to Apply	Displays the number of days left to apply.

## Filter your job searches

You can filter your job search results using the [Search](#) field or the [search boxes](#) and [drop-down menus](#) located within each column.

- Click **View** to view the job on the [Job Detail](#) page.
- Click **GO BACK** to return to the previous page.

If you need greater control, you can fine-tune your job search results using one or more of the following search boxes and drop-down menus located within each column:

- Click **[v]** in the **Position Type** field and select the type of position you are looking for.
- In the **Description/Keywords** field, type keywords that match the job you are searching for.
- Click **View** to view the job on the [Job Detail](#) page.
- Click **GO BACK** to return to the previous page.

## Save your searches:

Your searches can be saved for later viewing. A saved search saves the search parameters used to create the search. Your searches are saved to the **Saved Searches** page.

- Set your search parameters using the grid's [search](#) fields, the [drop-down menus](#) or the [Search](#) field.
- Click **Save Search**. The Save Search window will open.

Field	Description
<b>General Search</b>	Displays the search words you typed.
<b>Position Type</b>	Displays the type of job, if you selected one from the drop-down menu.
<b>Description/Keywords</b>	Displays the job's description and key information, if you typed information into the column's search box.
<b>Coop</b>	Displays the district (Coop) that the job belongs to (if applicable).
<b>Name this search</b>	Used for naming your saved search.

- Click **Save** to save your search. The page will refresh displaying jobs as they are posted that match your saved search parameters.
- Click **Cancel** to return to the previous screen.
- Click **Update Search** to update your saved search parameters.

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