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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.

[Records](#) Click **Records** to select the number of records to display.

## Columns on the Search Jobs page

| Column                        | Description  |
|-------------------------------|--|
| <b>Coop</b>                   | Displays the coop that the job position is posted for.       |
| <b>Position Type</b>          | Displays the job's department (e.g. teacher, administrator). |
| <b>Description / Keywords</b> | Displays the job summary and other key job information.      |
| <b>Days Left to Apply</b>     | 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.

| Field          | Description  |
|----------------|--|
| <b>View</b>    | View the job on the <a href="#">Job Detail</a> page. |
| <b>GO BACK</b> | Return to the previous page.                         |

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

| Field                       | Description  |
|-----------------------------|--|
| <b>Position Type</b>        | Select the type of position you are looking for using <b>[v]</b> . |
| <b>Description/Keywords</b> | Type keywords that match the job you are searching for.            |
| <b>View</b>                 | View the job on the <a href="#">Job Detail</a> page.               |
| <b>GO BACK</b>              | 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.  |
| <b>Save</b>                 | Save your search. The page will refresh displaying jobs as they are posted that match your saved search parameters. |
| <b>Cancel</b>               | Cancel and return to the previous page.   |
| <b>Update Search</b>        | Update your saved search parameters.  |

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