

# Table of Contents

**Search Jobs** ..... 1



# 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. You set search parameters by using the grid's [search](#) fields, the [drop-down menus](#) or the [Search](#) field.

Field	Description
<b>Save Search</b>	The <a href="#">Save Search</a> window will open.

From:

<https://help.ascendertx.com/careerportal/> - CP

Permanent link:

<https://help.ascendertx.com/careerportal/doku.php/searchjobs?rev=1488815325>

Last update: **2019/12/10 09:30**

