# 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 |
|---|---|
| **View** | View the job on the Job Detail page. |
| **District (Co-op)** | Displays the co-op that the job position is posted for. |
| **Position Type** | Displays the job's department (e.g. teacher, administrator). |
| **Description / Description** | 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.

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.

## Save your job searches

Your job 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 |
|---|---|
| **Save Search** | The Save Search window will open. |

From:
https://help.ascendertx.com/careerportal/ - **CP**

Permanent link:
**https://help.ascendertx.com/careerportal/doku.php/searchjobs?rev=1574271457**

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