Article Number: 420 | Rating: Unrated | Last Updated: Jan 7, 2019 at 3:29 PM

Job postingsÂ thatÂ have been submittedÂ in the system will display in theÂ Job File. TheÂ Job File is whereÂ the information for each job posting can be added, updated, or deleted.

Viewing and Editing the Job File

Viewing Jobs

- Go to Job File tab
- Main Page - Basic Search criteria is on the left hand side of page.Â There are 3 tabs: Â Current, Past, and Matched.Â Â Â
- Job Postings Grid -
- Current tab - This tab lists all of the current jobs.
- Past tabÂ - This tab lists all of the jobs that have expired.
- Matched Tab - This tab lists all of the jobs that match your search.
- Grid Sort Options -
  - Company
  - Job Title
  - Posted Date
  - Application Deadline
  - # of Applicants
  - Job Posting Status

Viewing Job DetailsÂ *Back to Top*

- Click on the "Job Title" to get to the "Job Posting Details" page.
- The "Action" widget is shown on the right side of the page.
- The "Recruiter Contact Info" and "Multipost Info" widgets are shown below the "Action" widget. Â The "Recruiter Contact Info" can be edited directly on this page by clicking on the "Edit" icon.
- The "Application Deadline Date" is shown in the "Activity" section. Â It can be edited directly on this page by clicking on the "Edit" icon.
- The "Job Posting Information" is shown in the section under the activity details.

Posting / Editing Jobs *Back to Top*

- Add a new job - From the main job page, click on the â€œAddâ€• icon to post a new job.Â Pick or add your organization, and select or add your recruiter/contact.Â Answer the specific questions about the job. It is important that you answer these questions, as the candidates will be using this information in their job searches (Note - required fields are denoted with red asterisks).
- View a job - Click on the "Job Title" link.
- Edit a job - Click on the "Job Title" link, click on the "Edit Job Information" icon, edit the job, and click "Save".

Â Approving / Declining Jobs *Back to Top*

- From the main job posting grid page, under Basic Search, perform a search on or sort by â€œJob Posting Statusâ€• (ex. Pending).
- From the main job posting grid page, click on the "Job Title", and then review the "Job Posting Details".
- In the upper right corner above the "Action" widget, you will see â€œJob Posting Statusâ€• with a drop-down menu underneath.Â Select â€œApprovedâ€• if you want candidates to view the position.Â Select â€œDeclinedâ€• if you do not want candidates to view the position.Â
- If you want to send an email to the employer to advise that the job was approved, click on the â€œSend Approvedâ€• icon.Â The template wording will automatically populate. Â Edit the email if necessary, and then click send.
- If you want to send an email to the employer to advise that the job was declined, click on the â€œSend Declinedâ€• icon.Â The template wording will automatically populate. Â Edit the email if necessary, and then click â€œSendâ€•.

Â Searching Jobs*Back to Top*

- Basic Search - On the main page, the Basic Search criteria appears in the pull-out toolbar on the left side of the page.Â Criteria in this section can be added or removed - ask your GradLeaders Representative to help you configure this.Â Click on the Basic Search toolbar, and click on the criteria you want. Â A popup box comes up. Â Make your selection, indicate if the criteria should match "Any", "All", or "None" of the words, click "Search", and repeat for more criteria.
- Advanced Search - If you want to narrow your search further, less common criteria are listed on the Advanced Search page.Â Click on the "Advanced Search" button, and click on the criteria you want. Â Make your selection, indicate if the criteria should match "Any", "All", or "None" of the words, click the â€œ+Addâ€• button, and repeat for more criteria or click on â€œResultsâ€• button.
- Keyword(s) Search - Click on â€œAdvanced Searchâ€•, enter in the word or words you want to search on, and then select the criteria you want to search in "Job Title", "Company Name", and "Description".Â Be sure to indicate if the word should match "Any", "All", or "None" of the words.

Saving a Search *Back to Top*

- Create a search (instructions above), click on the â€œSave Searchâ€• button, and name your search.
- Returning to a Saved Search - Click on the â€œJob Fileâ€• tab, click on "Saved Searches & Agentsâ€• sub-menu, and then click on the binocular icon under the view matching column to see your results.

Creating an Email Job Search Agent *Back to Top*

- Create a search (instructions above), click on the â€œSave Searchâ€• button, name your search, click â€œUse as Email Agentâ€•, and then click â€œSaveâ€•.Â Select the frequency of when you want new jobs that match your search to be emailed to you.
- Returning to a Saved Email Agent - Click on the â€œJob Fileâ€• tab, click on â€œSaved Searches & Agentsâ€• sub-menu, and then click on the binocular icon under the view matching column to see your results.Â

Approving a Modified Job Posting *Back to Top*

- When a job posting has been approved and subsequently changed by the employer, GradLeaders Career CenterÂ has the ability to change the status of the posting to "Modified" (based on configuration settings).Â When the posting has changed to a "Modified" status, a link will appear allowing a CSO Admin user to view the posting in a pop-up modal window so that they can compare the posting before and after the modification. This allows the CSO Admin to know what was changed, so that they can more accurately decide to approve or decline the change, or to contact the employer for additional information.

Posted by: KB Admin - Oct 11, 2010 at 4:30 PM. This article has been viewed 5939 times.
Online URL: http://kbint.gradleaders.com/article.php?id=420