

Bangor University Talentlink User Guide

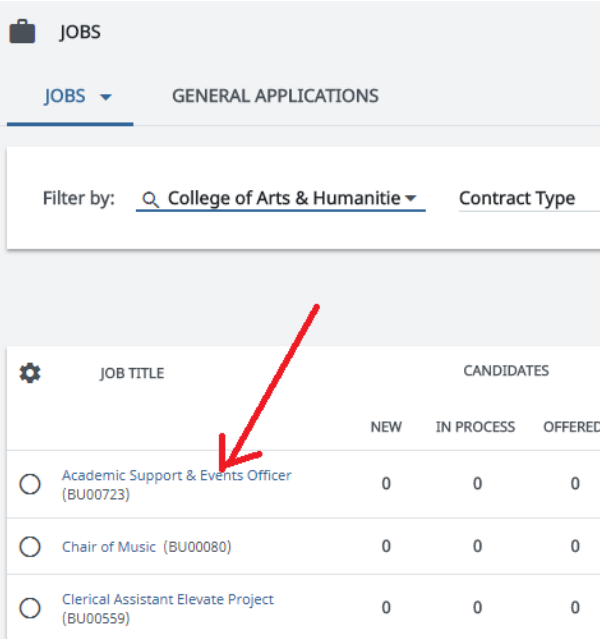
Guide 4: Editing Job Requisitions

Introduction

This guide describes the way to editing job requisitions. Please remember, you may need to reject a job first if you wish to make changes that affect other approvers - small changes can be made without rejecting.


Editing a Job Requisition

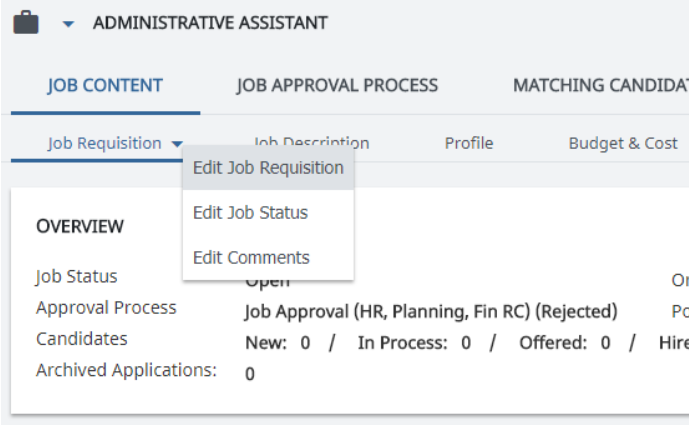
- From the Jobs page, select the job you want to edit by clicking on the Job Title



The screenshot shows the 'JOBS' page with a filter set to 'College of Arts & Humanitie'. A table lists job requisitions with columns for 'JOB TITLE' and 'CANDIDATES' (NEW, IN PROCESS, OFFERED). A red arrow points to the first job title: 'Academic Support & Events Officer (BU00723)'.

JOB TITLE	CANDIDATES		
	NEW	IN PROCESS	OFFERED
Academic Support & Events Officer (BU00723)	0	0	0
Chair of Music (BU00080)	0	0	0
Clerical Assistant Elevate Project (BU00559)	0	0	0

- The Job Opening details page is displayed. Make sure the Job Content tab is showing and the Job Requisition sub-item is selected. Click  to display the dropdown and select **Edit Job Requisition**



The screenshot shows the 'ADMINISTRATIVE ASSISTANT' job opening details page. The 'JOB CONTENT' tab is selected, and the 'Job Requisition' dropdown menu is open, showing 'Edit Job Requisition' as the selected option. Other options in the dropdown include 'Edit Job Status' and 'Edit Comments'.

OVERVIEW

Job Status: Open

Approval Process: Job Approval (HR, Planning, Fin RC) (Rejected)

Candidates: New: 0 / In Process: 0 / Offered: 0 / Hire

Archived Applications: 0

- Make your changes on the displayed form and press **Save**