Bangor University Talentlink User Guide

Guide 7: Searching the Archive and Copying from the Archive
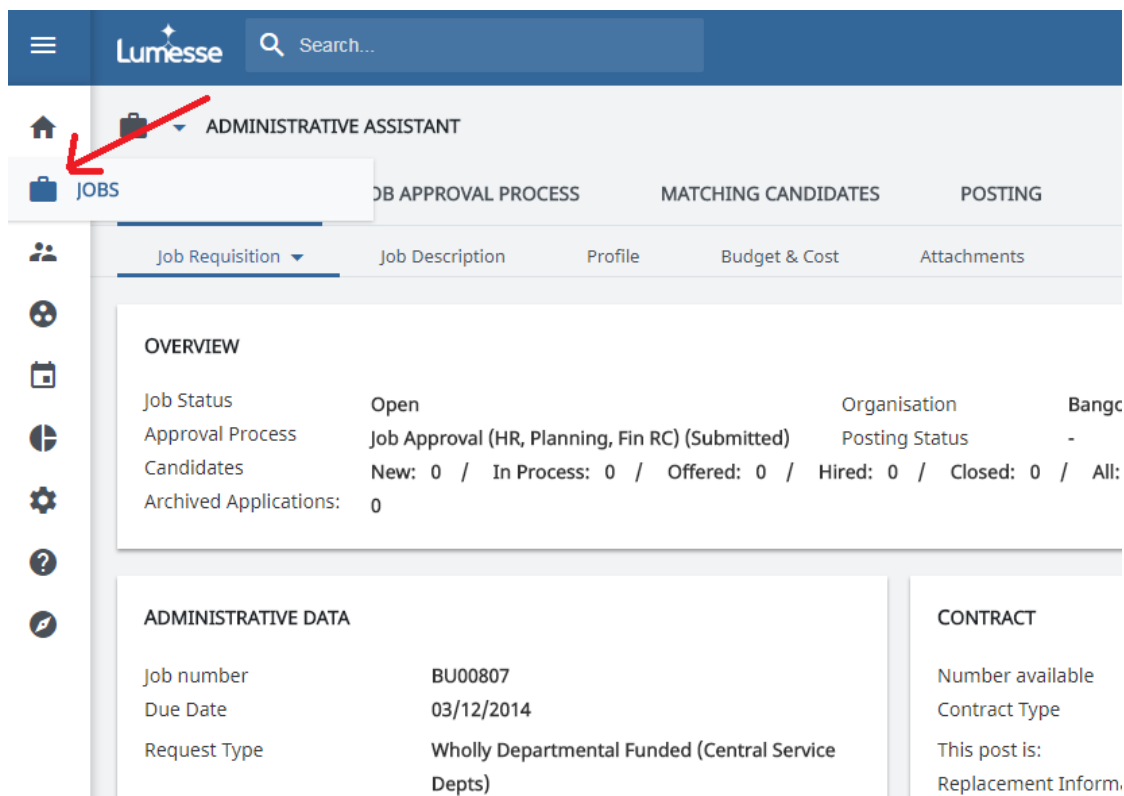
Introduction

This guide provides an introduction to searching for archived jobs and copying the content of an archived job into a new requisition.

Section A: Searching the Archive
Section B: Copying Job content from the Archive

Section A: Searching the Archive

➢ On the left-hand menu, click **jobs**

➢ Click ▾ next to **Jobs** and select **Search** – a pop up window will appear

- Use the search criteria to search by criteria such as Job Title, Job Number or Organisation

- Change the **Display Option** to **Archived Jobs** and click **Search**

- You will be presented with a list of jobs that match the criteria

- Click the job you wish to view

Section B: Copying Job content from the Archive

➢ On the left-hand menu, click **jobs**

➢ Click ▼ next to **Jobs** and select **Search** – a pop up window will appear

➢ Change the **Display Option** to **Archived Jobs** and click **Search**

➢ You will now be presented with a list of archived jobs for your area(s)

➢ Click in the radio button next to the job you wish to copy

➢ Once again, click ▼ next to **Jobs** then click **Copy Job Opening**
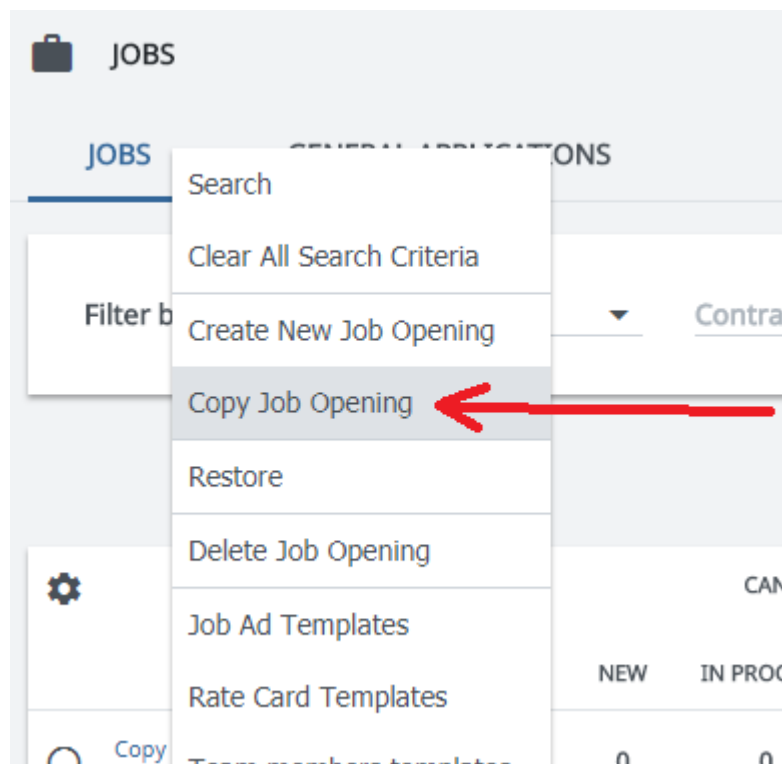
➢ The details for the NEW post will then be displayed. Please follow Guide 3 Section C and D for editing this Job Requisition and Guide 4 to send it for approval

➢ Please remember to **Clear All Search Criteria** when you have finished copying so that you presented with current posts the next time you go to the **jobs** screen.