Advertised Positions

The process of creating a position’s advertisement will be explained

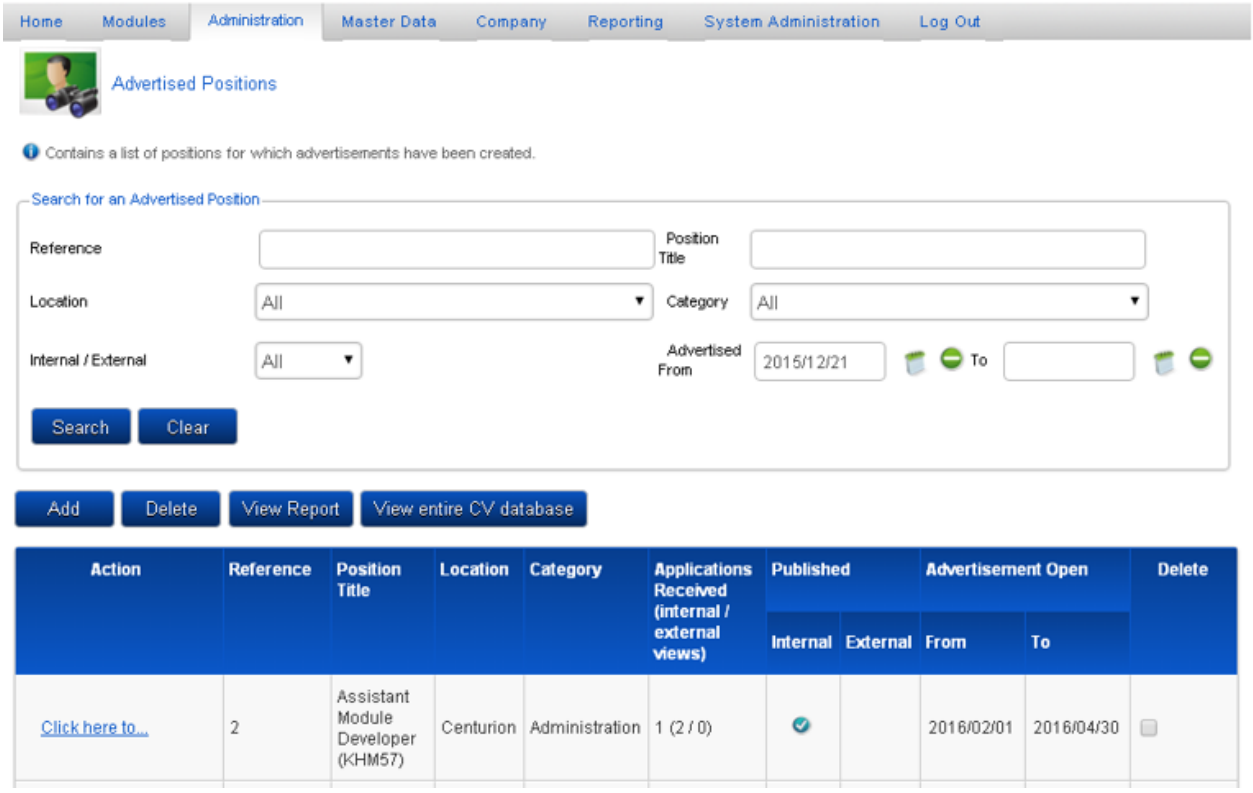
The Advertised Positions page

- Click ***System Administration*** *on the Administration Menu.*
- From the Home page select ***Modules*** | ***Recruitment*** | ***Administration*** | ***Advertised Positions***

The Advertised Positions page

Advertised position landing page

- The Advertised Positions page that will be displayed is seen below:



This page summarises the Recruitment & Selection module’s status in the following ways:

Actions that can be performed on this page:

- Search for a specific advertised position(s).
- An advertised position can be added by clicking the *Add* button.
- An advertised position can be deleted by ticking the delete checkbox and clicking the *Delete* button.
- *View Report* will display the list of advertised positions and this information can then be exported to Excel.
- *View entire CV Database* will give you an overview of all CV’s received from all internal and or external candidates.

Table contents:

- ***Action*:** In the action column you can click on the respective advertised positions *Click here to…* hyperlink and select to either *view/edit the advertisement* or to *view/edit applications*.
- ***Reference*:** The reference number in the second column is system generated and is the unique number assigned to each advertisement.
- ***Position Title*:** Position title is the description as specific when the job profile is created.
- ***Location:*** This is where the position will be filled.
- ***Category:*** This is in which department this positions falls under.
- ***Applications received*:** It shows how many applications have been received per advertisement and also shows how many internal and external views the position received.
- ***Published (Internal / External)*:** This will be an indication if the advertised position is for internal and or external candidates.
- ***Advertisement Open From/To*:** This is the date that the position will be open for applications to be submitted.
- ***Delete*:** The advertised position will be deleted when the delete checkbox has been ticked and the delete button in selected.

Additional information you need know about this page:

- By default only advertisements that have been advertised from a month ago onwards are shown. To see older advertisements adjust the ***Advertised From*** date accordingly.
- In the search box the ***advertised from*** date defaults to the current date. If a position is created and it does not appear in the table, change the ***Advertised From*** date to include the period that the position was advertised from.

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