

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:

The screenshot displays the 'Advertised Positions' page. At the top is a navigation menu with items: Home, Modules, Administration, Master Data, Company, Reporting, System Administration, and Log Out. Below the menu is a header section with a user profile icon and the title 'Advertised Positions'. A note indicates that this page contains a list of positions for which advertisements have been created. A search form is provided with fields for Reference, Position Title, Location, Category, Internal / External, and Advertiser From/To. Below the search form are buttons for Add, Delete, View Report, and View entire CV database. The main content is a table with the following data:

Action	Reference	Position Title	Location	Category	Applications Received (internal / external views)	Published		Advertisement Open		Delete
						Internal	External	From	To	
Click here to...	2	Assistant Module Developer (KHM57)	Centurion	Administration	1 (2 / 0)	<input checked="" type="checkbox"/>		2016/02/01	2016/04/30	<input type="checkbox"/>

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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