

## When to Use

The Job Posting page type allows you to create and manage the job listings for your organization. This page displays job titles and descriptions in a preformatted, easy-to-read format that allows your site's users to quickly find the information they need.

Creating an Job Posting Parent Page allows you to add General Content, or other page types as Child Pages that contain individual employment opportunities. Upon publication the information from the Child Pages is dynamically added to the Job Posting page.

## Job Posting Page Sections & Fields

Page Section	Field Name/Item	Description of usage
<p><b>HTML One properties</b></p>	<p><b>View mode design option - All on one page layout</b></p>	<p>This field controls how the entries are displayed on the Job Posting page. You can choose from <i>All on one page</i> or <i>Paginated grid</i>.</p> <p>Careers with Gardener's</p> <hr/> <p>&gt; <a href="#">Gardener's Corner</a> &gt; Careers with Gardener's</p> <p style="text-align: right;">HTML One field text</p> <p>This list represents all current positions for which we are still accepting applications. Please submit your applications to <a href="mailto:HR@gardnerstop.org">HR@gardnerstop.org</a>.</p> <ul style="list-style-type: none"> <li>• <a href="#">Account Manager, Horticultural Consulting</a></li> <li>• <a href="#">Manager, Agri-operations</a></li> <li>• <a href="#">Receptionist, downtown Vancouver</a></li> </ul> <p style="text-align: right;">Child page title</p> <p><a href="#">Account Manager, Horticultural Consulting</a></p> <p style="text-align: right;">Child page text</p> <p>This demanding position will see the successful applicant travelling throughout the lower mainland and the interior in the capacity of consultant/trainer with sales account managerial duties. We expect this person to be able to travel and bring a strong set of customer services skills with them.</p> <p>REQUIRED ABILITIES:</p> <ul style="list-style-type: none"> <li>- communicative - both verbally and written</li> <li>- excellent sales track record</li> </ul> <p><a href="#">Manager, Agri-operations</a></p> <p>This position reports to our Regional Director and takes responsibility for the following:</p> <ul style="list-style-type: none"> <li>- western Canada greenhouse operations</li> <li>- employee relations</li> <li>- financial management/budgeting for western operations</li> </ul> <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> <li>- all candidates must have a degree in agricultural engineering.</li> </ul>

Page Section	Field Name/Item	Description of usage
	<b>View mode design option - Paginated grid layout</b>	<p>Careers with Gardener's</p> <p>&gt; <a href="#">Gardener's Corner</a> &gt; Careers with Gardener's</p> <p>This list represents all current positions for which we are still accepting applications. Please submit your applications to <a href="mailto:HR@gardnerstop.org">HR@gardnerstop.org</a>.</p> <p>Account Manager, Horticultural Consulting  <a href="#">Click here for more info...</a> <span style="margin-left: 20px;">Child page title</span></p> <p>Manager, Agri-operations  <a href="#">Click here for more info...</a></p> <p>Receptionist, downtown Vancouver  <a href="#">Click here for more info...</a> <span style="margin-left: 20px;">Text for "Read more" link in the grid</span></p> <ul style="list-style-type: none"> <li>• <a href="#">Account Manager, Horticultural Consulting</a></li> <li>• <a href="#">Manager, Agri-operations</a></li> <li>• <a href="#">Receptionist, downtown Vancouver</a></li> </ul>
	<b>Number of items on one page of the grid</b>	If you selected the Paginated grid layout, you can indicate the Number of items on one page in the grid. If you selected the All on one page layout, this field is not accessible.
	<b>Text for "Read more" link in the grid</b>	If you selected the Paginated grid layout, you can type in the Text for "Read more" link in the grid. If you selected the All on one page layout, this field is not accessible.
	<b>Force all list items links to open in new windows</b>	Use this field to make the job postings open in a new window. If you do not select this, postings are displayed in the same window.

## Job Posting Page Tips!

- ▶ When putting content in the text editor window of the job posting child pages, leave a blank line at the end of the content. This will make your published Job Posting page easier to view and read.
- ▶ Alphabetize the child pages of the parent Job Posting page if you want your postings displayed in alphabetical order. Displaying them numerically will result in the most recent job posting entry being displayed at the bottom of the page.
- ▶ If your Site Templates normally display Child Page Links as part of your page content, you may wish to remove display of the regular Child Page Links that appear at the bottom of the parent page to avoid having multiple sets of the same links. This is done through the Site Design manager which your Site Administrator or Site Designer has access to.