

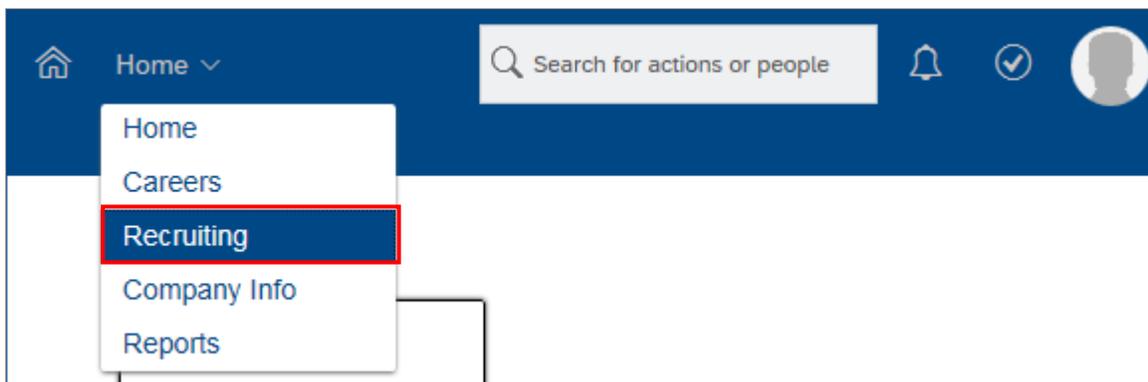
Display Job Posting Preview

Overview

After a job posting is created, users who are associated with the job requisition can display a job posting preview from directly within the job requisition screen. For example, authorized representatives from Occupational & Environmental Safety & Health (OESH) may display a future-dated job posting preview to help evaluate a job requisition for a potential medical accommodation, or French Language Services (FLS) to review French language translation accuracy. A job requisition for a future-dated job posting will not have applicants.

Procedure

1. Click the **Home** menu and select **Recruiting** from the drop-down.



The *Job Requisitions* screen appears.

2. Click the **applicable job requisition link** in the **Job Title** column (the requisition ID displays in the Requisition ID column next to the Job Title column).

Note: Refer to [Manage Job Requisitions List Options](#) for step-by-step instructions on how to filter, sort, and display specific job requisitions.

Job Requisitions

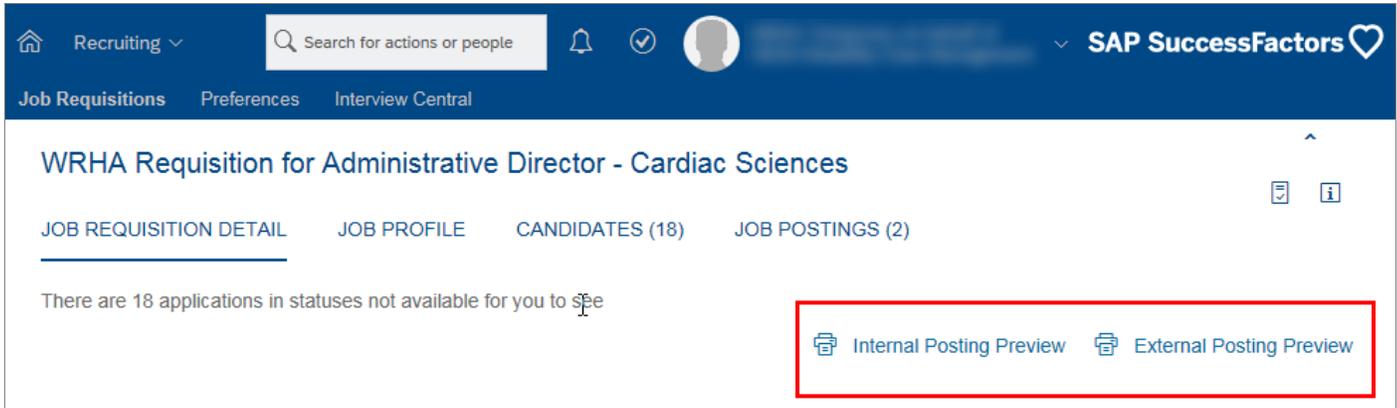
9 Candidates Forwarded **43193** New Candidates **302** Current External Requisitions **369** Current Internal Requisitions Average Days Open: 39

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Job Title ↑	Requisition ID	Org Chief	Candidates	Progress	Age (Days)
Administrative Director - Cardiac Sciences	1		-		-
Administrative Officer 1	9		118 (85 New)		-
Administrative Secretary	8		-		-

The *Requisition* screen appears and displays the details for the job requisition.

- Click  **Internal Posting Preview** or  **External Posting Preview** to display a preview of the job posting(s).



The selected posting preview opens in a new browser window.

- Use the scrollbar on the right to review the posting information.
- Click **Close Preview** to close the job posting preview window when you are finished.

Note: You can click *Send to Printer* and select a printer to print the job posting preview.

