Bangor University Talentlink User Guide



Guide 5: 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

· · · · · · · · · · · · · · · · · · ·			
			encentra O
u	· · · ·		IRADVILASSISTAN
		and a state of the	
		. 11'	
n	Attent <u>homenator</u>	n loh konivition y	- telt Desserindi
Million 1981			ี สร
E Drigting and the second seco	nige (Open	
	a and the second		n ress, aternia
	- (Minstein - Alian -	Closest () 🖅 📶	Cond a Steel
dications:0			Archived App
onumbern:3U(060/		Nuurnikkar assaillaitele:	jest
The second s		 And the second se	and Denne Dent
		and the first second second strength	
	Interest of the part of the second se		

On the left-hand menu, click jobs

Click rext to **Jobs** and select **Search** – a pop up window will appear

	-search			
۵. دەكتار ا	CENERAL - POLT	SNC		T CALL
	Coards 20 20		22	Clear All Se
ew Job Openimany	concaterype	'ງຽຽຽຊະດະ	& _	Filter by Create N
วทง _ค ัดถ.ดูกenina				🗖 🕷 🗴 🗶 ಚಿತ್ರೆ, ೨೦
lob Opening			•	Archive
Contraction of the second s	CANDATES	J. STED	NUMBER S	TATUS
Job Ad' l'emp	ates		A\/2 - ² 3	Utale -
?	€ calu™rempiätes	NEW IN PROCESS OFFE	RED ALL	OPEN FILLED
Open - Acader Ter	m #0000 linembers teimnates	s <u>, f. o</u> f. o f	0 1 0	nie na station a = -
1 0 01 8255		tmd of Applicate a no "	-u -u	10 TO -
0 0 - 1	0 Open	Admin	enings Juliup opening	0 0

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

 			Luckan O
п <u> </u>			SIRADVI-ASSISTAN
	Asiput humania		tale Jessevinnie
			@ [m
			nin recep itende
alications:0			Archived App
anumberni attiosof		NurmtWar avsailatele	joj

On the left-hand menu, click jobs

Click rext to **Jobs** and select **Search** – a pop up window will appear

		ATTONE		
ew Job Opening	Correl #12115	'jbsstacos	** &]	Filter by Create
iob Opening	ር ላህ የ/ በ ለሆኑ ጋ	් ප්, OSTED		Archive
ooen , Cooen , Acader Tenno 1 Cooen , Acader Tenno 1 Cooen , Acader Tenno 1 Cooen , Acader Tenno	ates CarluThemplates In an Internibers teimicates, Araper Einenfahr To Frankrither Internisti		AV2	COPEN FILLED

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**