

Jobs – Actions – Shortlist Management

From the main View Jobs page your eBoss database allows you to quickly maintain Shortlists of Jobs. You can group them together, for instance, to save specific groups of vacancies or for marketing purposes.

Filter & Select Multiple Jobs

- Navigate to the Jobs screen in your main navigation menu on the left
- Select the desired Jobs either by:
 - Selecting individually using the checkbox to the left
 - Selecting all Jobs on the screen by clicking the checkbox to the top of the column
 - Using the 'Select All' link to the right of the Filter button at the top of the list – this differs from the above in that you will select all the Jobs, from all the Pages listed
 - Using Advanced Search to filter your list of Jobs

Managing the Shortlist

- Select 'Shortlist Management' from the dropdown at the top of the Job list (or use the dropdown arrow to the right of Jobs in your main Navigation menu on the left of the screen)
- Click Apply
- Enter a new name, or select a Shortlist from the dropdown to add these Jobs to
 - *Tick the box only to completely replace the existing Shortlist*
- Review the list of Jobs to be added to the list
- Click Submit

Your Jobs are now added to the specified Shortlist.

To view your Jobs Shortlists:

- Click the dropdown arrow to the right of the Jobs link in your main navigation
- Click Shortlist Management