Bangor University Talentlink User Guide
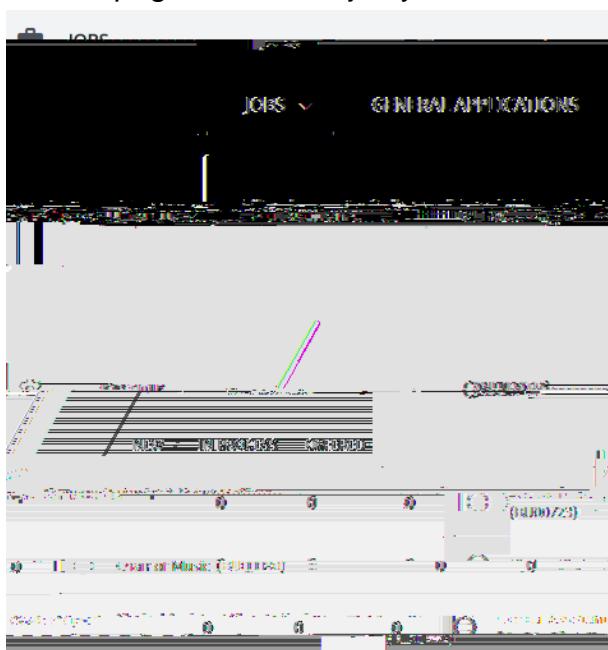
## Guide 4: Editing Job Requisitions

Introduction

This guide describes the way to editing job requisitions. Please remember, you may need to reject a job first if you wish to make changes that affect other approvers - small changes can be made without rejecting.

Editing a Job Requisition

From the Jobs page, select the job you want to edit by clicking on the Job Title

The Job Opening details page is displayed. Make sure the Job Content tab is showing and the Job Requisition sub-item is selected. Click ▼ to display the dropdown and select **Edit Job Requisition**
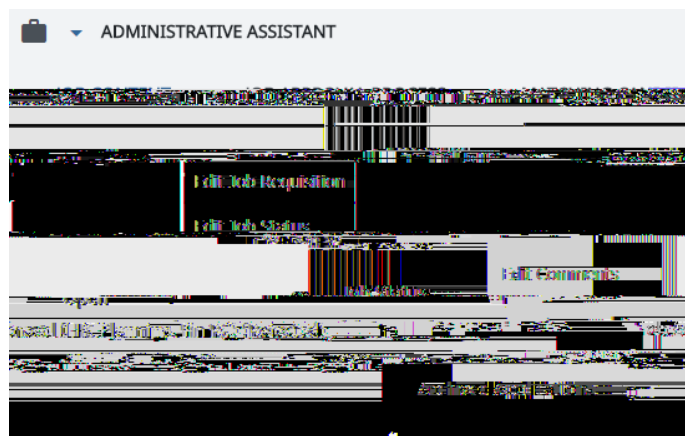
Make your changes on the displayed form and press **Save**