


# Editing the featured jobs page on the Careers site

## Adding a new job

View the page in the CMS at <https://cms.bath.ac.uk/students/careers/featured-jobs/index.html> . You will need to be logged into the CMS first.

Click the green plus icon  to the top right of the job list. This will create a new job item.

Fill in the following fields:

### Title

Enter the title of the job. There shouldn't be a full stop at the end of the title. Examples:

- Junior Creative Designer (four month fixed term contract)
- DevOps Developer for Cake Solutions

### Text

Enter the information in the following format:

**Employer:**  
**Location:**  
**Closing date:**

Find out more about this job


Fill in the employer, the location and the closing date. Use Shift + Enter at the end of the first 2 lines to get the close spacing.

Please use a date format of dd/mm/yyyy, for example 31/05/2014.

Please bold “Employer:”, “Location:” and “Closing date:” using the B button on the toolbar:

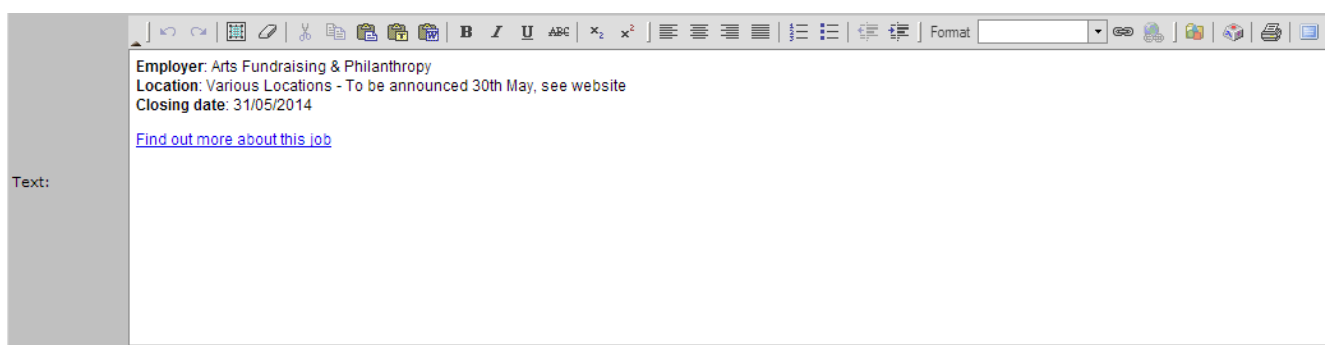


You will need to make “Find out more about this job” a link to the MyFuture page.

Highlight “Find out more about this job” and click the link button on the toolbar: 

Paste the URL into the “site URL” field and click the OK button.

Here is an example of how the text field should look when you are ready to publish:



### Date

This is the closing date of the job. You can type in the date manually, or click the calendar icon to the right of the date.

### Expiration

This should be the same as the **Date** field (i.e. the closing date). Activate it by clicking on the target icon  to the right of the label.

## Tags

This controls which list the job appears in. It should be one of the following:

- finalists
- graduates
- placements

Type in one of these words, in lower-case.


## Other fields


When you make an job listing, the author field will automatically have your name in it. This won't display anywhere on the page, so you can leave it as is.

Leave the teaser field and the tag field empty.

There's no need to activate SubTitle, AuthorMail, Priority, Release or Contact.


## Going live


When you're ready to publish the job, click the arrow icon  in the top left to go live.


If you want to stop making a new job, click the black cross  in the top right. This will remove the new job and none of your work on the job will be saved.

## Editing a job

View the page in the CMS at <https://cms.bath.ac.uk/students/careers/featured-jobs/index.html> . You will need to be logged into the CMS first.


Click the pencil icon  to the right of the job you want to edit.

When you're ready to publish your changes, click the arrow icon  in the top left to go live.

If you want to stop editing the job without making any changes, click the black cross  in the top right. None of your changes will be saved and the job will remain as it was.

## Deleting a job

View the page in the CMS at <https://cms.bath.ac.uk/students/careers/featured-jobs/index.html> . You will need to be logged into the CMS first.

Click the red X icon  to the right of the job you want to delete.

Jobs that have gone past their closing date will automatically be removed from the page.