

Tagging

AJL provides the ability for staff and employers to tag jobs and companies, grouping them by special initiatives, events, or partnerships. Job seekers and staff can search for tagged jobs in the Job Search. Staff can generate a report showing tagged employers.

To apply a tag, the tag must first be created by staff with the appropriate privilege. (For more information about creating and deleting tags, see **Admin Tasks** > **JobLink** > [Tags](#)). Any staff or employer can add or remove existing tags from job postings and companies.

Adding or Removing Tags for Job Postings

1. Navigate to an employer's job list. Next to the desired job posting, click **Assign Tags**.

The screenshot shows a job posting interface. At the top, it says "Your Search Results: 1 - 1 of 1 matches" and "Per page: 10". Below this, there's a section for "Entered by Staff" with "Views: 0" and "Referrals: 0". The job title is "Customer Service Representative" at "Atlas Spring and Axle Co." in "Wichita, Kansas, United States". There's a "Search Matching Resumes" button. Below that, requirements are listed: "High School Diploma or Equivalent", "2 years experience", and "40 hours". A link to "Read full job details" is provided. The "Tags" section states "This job is not tagged." and has an "Assign Tags" button highlighted with a red box. At the bottom, there are buttons for "Review/Edit", "Create Similar Post", "Place On Hold", "Close", and "Delete Job", along with a "Remove From My Job Postings" link. A "Create Another Job" button is at the very bottom.

2. The Tags page displays. Check the box for the tag(s) you want to apply and uncheck the box for the tag(s) you want to remove from this job posting.

The screenshot shows the "Tags" page for the "Customer Service Representative" job. It has a heading "Tags" and a message: "Select one or more tags to be associated to the job and then click Update." Below this, there's a list of tags with checkboxes: "Background Friendly" and "Home Base Wichita". At the bottom, there's an "Update" button highlighted with a red box and a "Return to Jobs" link.

Only tags that the administrator set up to be applied to jobs will display for selection. If available, more than one tag can be applied.

3. Click **Update**. You are returned to the job list page.

Adding or Removing Tags for Employers

Employers can tag their company by navigating to their [Employer Details](#) page and clicking **Assign Tags** in the Employer Tags tile.

Employer Details

Active Spring and Auto Co.

Click on the appropriate link to add, view or edit the information.

Account Type Self Service

Account Status **Active**
Verified By *[redacted]* Verified on **Mar 20, 2024**

Jobs

Active	Draft	Pending Approval	On Hold	Referred	Closed
1	0	0	1	0	1

Create

Employer Account Information

Edit

Company Description

Repair and service suspensions of semi's, buses, pickups and trailers.

Contact Name

[redacted]

Contact Title

President

Employer Tags

No tags for employers.

Assign Tags

Manage Tags

Contact Tracking

View All

No communications entered for this employer

Add Communications

Return to Results

Remove from My Employers

0	Contact Tracking
+ Add	
0	Employer Notes
+ Add	
0	Job Development
+ Add	
1	Notifications
EEO Auditing	
Job posting preparation and referral activities.	
Uploaded Documentation	

Employers are also invited to tag their company during employer registration and after creating a job posting on the Thank You page. Tagging allows employers to express interest in a special initiative, partnership, job fair, or other event so staff can follow up with them. It does not officially register or add an employer to a job fair or other event. Employer tags are not visible to job seekers.

Job Search by Tags

1. On the Job Search page in the Select Your Filters menu, click **Tags**.

The screenshot shows the 'Job Search' interface. At the top, there's a search bar with fields for 'Keyword', 'Location', and 'Radius', and a 'Search' button. Below this is a 'Refine Your Search' section with 'Your Currently Applied Filters' showing 'Job Location State Kansas' and 'Status Active'. A note states: 'Refine your search by selecting items in the Select your filters section. Search matches are limited to 10,000 for site performance.' The 'Select Your Filters' menu is on the left, with 'Tags' highlighted in a red box. The main content area shows 'Your Search Results: 1 - 10 of 481 matches of 510 total active jobs'. Three job listings are visible: 'worker bee' at Test in Topeka, Kansas, United States; 'Customer Service Representative' at [redacted] in Wichita, Kansas, United States; and 'Academic Advisor' at Kansas State University in Manhattan, Kansas, United States. Each listing includes details like 'Job Posting' number, 'Expires' date, 'Posted' date, and 'Updated' date.

- This filter will only display if there are job tags set up by an administrator that have been applied to one or more jobs and have not reached their expiration date.

2. Click the desired tag. Any job postings with that tag applied display in the search results. If desired, you can add additional search criteria or filters to further narrow your results.