

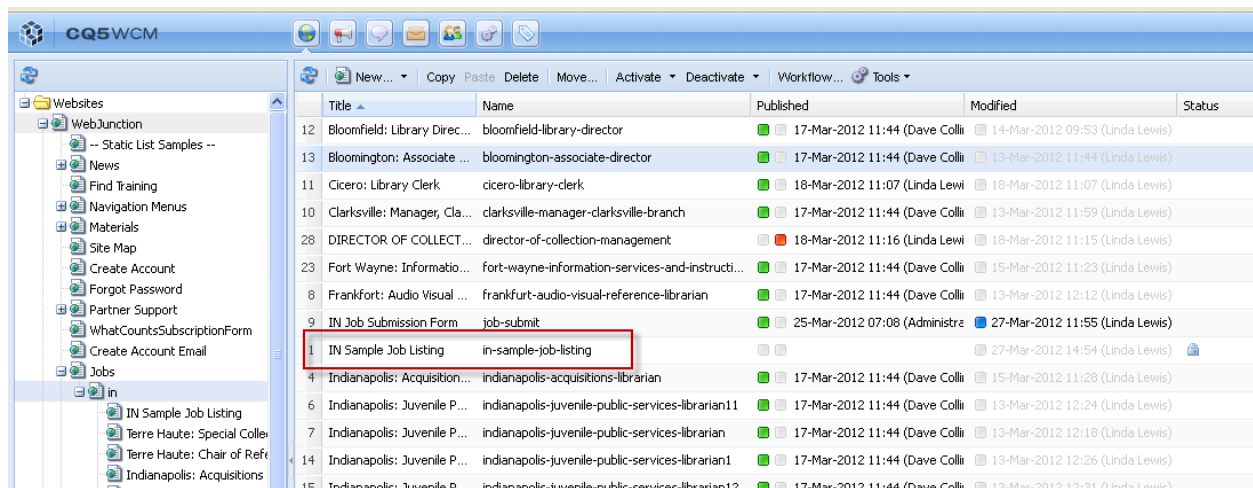
How to Create and Publish a Job Listing Details Page

Once you create a job listing, you can surface that listing on your job listing topic pages – on the Overview and Job Listing pills. Display of the listings on these pages is in reverse chronological order, with the newest at the top of the list.

Job listing detail pages have the following elements:

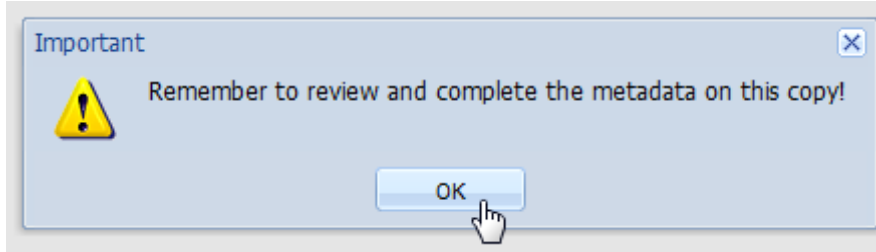
- *Job Title*
- *Description*
- *Short description (250 characters or less)*
- *Library Name*
- *Qualifications*
- *Salary*
- *Contact*
- *Deadline*
- *Date Posted*
- *Library Type*

You will create your Job Listing Details page in the **WebJunction / Jobs / [Partner Code]** section of the site. Click the plus sign to expand the list. For this example, we will use Indiana.



1. We first navigate to **WebJunction / Jobs** and select **in** in the left pane.
2. Then, in the center pane, click on **IN Sample Job Listing**, which is the sample page that we will be using to create Job Listing Details pages in WJ-Indiana.
3. Click **Copy**. Then click **Paste**.

A reminder message will display “Remember to review and complete the metadata on this copy!” Click OK.



If your pages are sorted by title, you will see the new copy of your jobs page listed right beneath the sample page you copied.

	Title	Name	Published	Modified	Status
12	Bloomfield: Library Director	bloomfield-library-di...	17-Mar-2012 11:44 (Dave Collins)	14-Mar-2012 09:53 (Linda Lewis)	
13	Bloomington: Associate Dir...	bloomington-associa...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 11:44 (Linda Lewis)	
11	Cicero: Library Clerk	cicero-library-clerk	18-Mar-2012 11:07 (Linda Lewis)	18-Mar-2012 11:07 (Linda Lewis)	
10	Clarksville: Manager, Clark...	clarksville-manager-...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 11:59 (Linda Lewis)	
28	DIRECTOR OF COLLECTIO...	director-of-collectio...	18-Mar-2012 11:16 (Linda Lewis)	18-Mar-2012 11:15 (Linda Lewis)	
23	Fort Wayne: Information ...	fort-wayne-informa...	17-Mar-2012 11:44 (Dave Collins)	15-Mar-2012 11:23 (Linda Lewis)	
8	Frankfort: Audio Visual Re...	frankfurt-audio-visu...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 12:12 (Linda Lewis)	
9	IN Job Submission Form	job-submit	25-Mar-2012 07:08 (Administrator)	27-Mar-2012 11:55 (Linda Lewis)	
1	IN Sample Job Listing	in-sample-job-listing		27-Mar-2012 14:54 (Linda Lewis)	🔒
29	IN Sample Job Listing	in-sample-job-listing 1		29-Mar-2012 11:58 (Kathleen Gesinger)	
4	Indianapolis: Acquisitions L...	indianapolis-acquisiti...	17-Mar-2012 11:44 (Dave Collins)	15-Mar-2012 11:28 (Linda Lewis)	
6	Indianapolis: Juvenile Publi...	indianapolis-juveni...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 12:24 (Linda Lewis)	
7	Indianapolis: Juvenile Publi...	indianapolis-juveni...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 12:18 (Linda Lewis)	
14	Indianapolis: Juvenile Publi...	indianapolis-juveni...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 12:26 (Linda Lewis)	
15	Indianapolis: Juvenile Publi...	indianapolis-juveni...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 12:31 (Linda Lewis)	

If your pages are sorted numerically, in the order the pages were created, you will see the new copy of your jobs page listed at the bottom of your list of jobs pages:

	Title	Name	Published	Modified
1	IN Sample Job Listing	in-sample-job-listing		27-Mar-2012 14:54 (Linda Lewis)
2	Terre Haute: Special Colle...	terre-haute-special-...	17-Mar-2012 11:44 (Dave Collins)	15-Mar-2012 12:07 (Linda Lewis)
3	Terre Haute: Chair of Ref...	terre-haute-chair-of-...	17-Mar-2012 11:44 (Dave Collins)	15-Mar-2012 11:57 (Linda Lewis)
4	Indianapolis: Acquisitions L...	indianapolis-acquisiti...	17-Mar-2012 11:44 (Dave Collins)	15-Mar-2012 11:28 (Linda Lewis)
5	New Albany: Teen Librarian	new-albany-teen-lib...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 13:05 (Linda Lewis)
6	Indianapolis: Juvenile Publi...	indianapolis-juvenil...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 12:24 (Linda Lewis)
7	Indianapolis: Juvenile Publi...	indianapolis-juvenil...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 12:18 (Linda Lewis)
8	Frankfort: Audio Visual Re...	frankfurt-audio-visu...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 12:12 (Linda Lewis)
9	IN Job Submission Form	job-submit	25-Mar-2012 07:08 (Administrator)	27-Mar-2012 11:55 (Linda Lewis)
10	Clarksville: Manager, Clark...	clarksville-manager-...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 11:59 (Linda Lewis)
11	Cicero: Library Clerk	cicero-library-clerk	18-Mar-2012 11:07 (Linda Lewis)	18-Mar-2012 11:07 (Linda Lewis)
12	Bloomfield: Library Director	bloomfield-library-di...	17-Mar-2012 11:44 (Dave Collins)	14-Mar-2012 09:53 (Linda Lewis)
13	Bloomington: Associate Dir...	bloomington-associa...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 11:44 (Linda Lewis)
14	Indianapolis: Juvenile Publi...	indianapolis-juvenil...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 12:26 (Linda Lewis)
15	Indianapolis: Juvenile Publi...	indianapolis-juvenil...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 12:31 (Linda Lewis)
16	Indianapolis: Public Servic...	indianapolis-public-s...	17-Mar-2012 11:44 (Dave Collins)	14-Mar-2012 10:19 (Dave Collins)
17	Lafayette: Outreach Libra...	lafayette-outreach-l...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 12:42 (Linda Lewis)
18	Lowell: Library Director	lowell-library-director	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 12:48 (Linda Lewis)
19	Muncie: Youth Services Su...	muncie-youth-servic...	18-Mar-2012 11:12 (Linda Lewis)	18-Mar-2012 11:12 (Linda Lewis)
20	New Albany: Librarian/Arc...	new-albany-libraria...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 12:58 (Linda Lewis)
21	New Harmony: Circulation ...	new-harmony-circul...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 13:11 (Linda Lewis)
22	Spencer: Library Director	spencer-library-dire...	17-Mar-2012 11:44 (Dave Collins)	13-Mar-2012 13:16 (Linda Lewis)
23	Fort Wayne: Information ...	fort-wayne-informa...	17-Mar-2012 11:44 (Dave Collins)	15-Mar-2012 11:23 (Linda Lewis)
24	Lafayette: Barron Hilton A...	lafayette-barron-hil...	17-Mar-2012 11:44 (Dave Collins)	15-Mar-2012 11:36 (Linda Lewis)
25	Muncie: Information Servic...	muncie-information-...	17-Mar-2012 11:44 (Dave Collins)	15-Mar-2012 11:52 (Linda Lewis)
26	Terre Haute: Emerging Te...	terre-haute-emergi...	17-Mar-2012 11:44 (Dave Collins)	15-Mar-2012 12:02 (Linda Lewis)
27	Thank You	thank-you	25-Mar-2012 05:07 (Administrator)	25-Mar-2012 12:20 (Sharon Streams)
28	DIRECTOR OF COLLECTIO...	director-of-collectio...	18-Mar-2012 11:16 (Linda Lewis)	18-Mar-2012 11:15 (Linda Lewis)
29	IN Sample Job Listing	in-sample-job-listing1		29-Mar-2012 11:58 (Kathleen Gesinger)

The **Title** of the job listing will be the same as the original (IN Sample Job Listing), and the **Name** will be the name of the original job listing sample page with the last character one digit higher than the previous copy

- **In-sample-job-listing1**
- **In-sample-job-listing2**
- **In-sample-job-listing3**

and so on.

The **Title** field is what will display at the top of the user's browser window when they are viewing the Job Listing Details page.

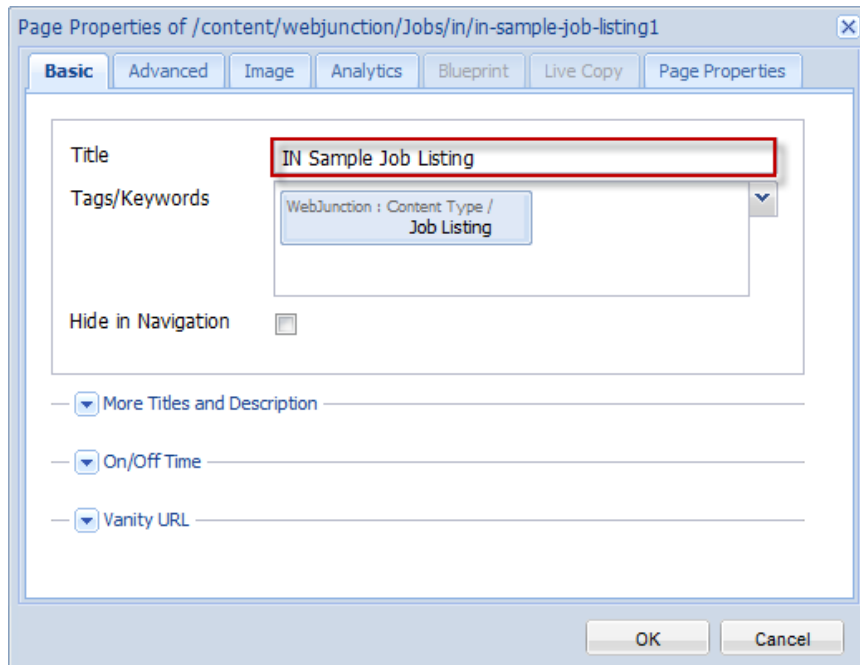
The **Name** field is what will show up in the URL for the Job Listing Details page.

Title	Name	Published	Modified	Status
12 Bloomfield: Library Director	bloomfield-library-di...	<input checked="" type="checkbox"/> <input type="checkbox"/> 17-Mar-2012 11:44 (Dave Collins)	<input type="checkbox"/> 14-Mar-2012 09:53 (Linda Lewis)	
13 Bloomington: Associate Dir...	bloomington-associa...	<input checked="" type="checkbox"/> <input type="checkbox"/> 17-Mar-2012 11:44 (Dave Collins)	<input type="checkbox"/> 13-Mar-2012 11:44 (Linda Lewis)	
11 Cicero: Library Clerk	cicero-library-clerk	<input checked="" type="checkbox"/> <input type="checkbox"/> 18-Mar-2012 11:07 (Linda Lewis)	<input type="checkbox"/> 18-Mar-2012 11:07 (Linda Lewis)	
10 Clarksville: Manager, Clark...	clarksville-manager-...	<input checked="" type="checkbox"/> <input type="checkbox"/> 17-Mar-2012 11:44 (Dave Collins)	<input type="checkbox"/> 13-Mar-2012 11:59 (Linda Lewis)	
28 DIRECTOR OF COLLECTIO...	director-of-collectio...	<input type="checkbox"/> <input checked="" type="checkbox"/> 18-Mar-2012 11:16 (Linda Lewis)	<input type="checkbox"/> 18-Mar-2012 11:15 (Linda Lewis)	
23 Fort Wayne: Information ...	fort-wayne-informa...	<input checked="" type="checkbox"/> <input type="checkbox"/> 17-Mar-2012 11:44 (Dave Collins)	<input type="checkbox"/> 15-Mar-2012 11:23 (Linda Lewis)	
8 Frankfort: Audio Visual Re...	frankfurt-audio-visu...	<input checked="" type="checkbox"/> <input type="checkbox"/> 17-Mar-2012 11:44 (Dave Collins)	<input type="checkbox"/> 13-Mar-2012 12:12 (Linda Lewis)	
9 IN Job Submission Form	job-submit	<input checked="" type="checkbox"/> <input type="checkbox"/> 25-Mar-2012 07:08 (Administrator)	<input checked="" type="checkbox"/> 27-Mar-2012 11:55 (Linda Lewis)	
1 IN Sample Job Listing	in-sample-job-listing	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 27-Mar-2012 14:54 (Linda Lewis)	<input checked="" type="checkbox"/>
29 IN Sample Job Listing	in-sample-job-listing1	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 29-Mar-2012 11:58 (Kathleen Gesinger)	

Select and right-click the newly created Job Listing Details Page (IN Sample Job Listing / in-sample-job-listing1) and choose **Properties**.

1	IN Sample Job Listing	in-sample-job-listing	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 27-Mar-2012 14:54 (Linda Lewis)
29	IN Sample Job Listing	in-sample-job-listing1	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 29-Mar-2012 11:58 (Kathleen Ge
4	Indianapolis: Acquisiti	quisiti...	<input checked="" type="checkbox"/> <input type="checkbox"/> 17-Mar-2012 11:44 (Dave Collins)	<input type="checkbox"/> 15-Mar-2012 11:28 (Linda Lewis)
6	Indianapolis: Juvenile	venile...	<input checked="" type="checkbox"/> <input type="checkbox"/> 17-Mar-2012 11:44 (Dave Collins)	<input type="checkbox"/> 13-Mar-2012 12:24 (Linda Lewis)
7	Indianapolis: Juvenile	venile...	<input checked="" type="checkbox"/> <input type="checkbox"/> 17-Mar-2012 11:44 (Dave Collins)	<input type="checkbox"/> 13-Mar-2012 12:18 (Linda Lewis)
14	Indianapolis: Juvenile	venile...	<input checked="" type="checkbox"/> <input type="checkbox"/> 17-Mar-2012 11:44 (Dave Collins)	<input type="checkbox"/> 13-Mar-2012 12:26 (Linda Lewis)
15	Indianapolis: Juvenile	venile...	<input checked="" type="checkbox"/> <input type="checkbox"/> 17-Mar-2012 11:44 (Dave Collins)	<input type="checkbox"/> 13-Mar-2012 12:31 (Linda Lewis)
16	Indianapolis: Public Se	PLIC-s...	<input checked="" type="checkbox"/> <input type="checkbox"/> 17-Mar-2012 11:44 (Dave Collins)	<input type="checkbox"/> 14-Mar-2012 10:19 (Dave Collins)
24	Lafayette: Barron Hilt	n-hil...	<input checked="" type="checkbox"/> <input type="checkbox"/> 17-Mar-2012 11:44 (Dave Collins)	<input type="checkbox"/> 15-Mar-2012 11:36 (Linda Lewis)
17	Lafayette: Outreach L	ach-l...	<input checked="" type="checkbox"/> <input type="checkbox"/> 17-Mar-2012 11:44 (Dave Collins)	<input type="checkbox"/> 13-Mar-2012 12:42 (Linda Lewis)
18	Lowell: Library Directo	rector	<input checked="" type="checkbox"/> <input type="checkbox"/> 17-Mar-2012 11:44 (Dave Collins)	<input type="checkbox"/> 13-Mar-2012 12:48 (Linda Lewis)
25	Muncie: Information S	tion-...	<input checked="" type="checkbox"/> <input type="checkbox"/> 17-Mar-2012 11:44 (Dave Collins)	<input type="checkbox"/> 15-Mar-2012 11:52 (Linda Lewis)
19	Muncie: Youth Services Su...	muncie-youth-servic...	<input checked="" type="checkbox"/> <input type="checkbox"/> 18-Mar-2012 11:12 (Linda Lewis)	<input type="checkbox"/> 18-Mar-2012 11:12 (Linda Lewis)

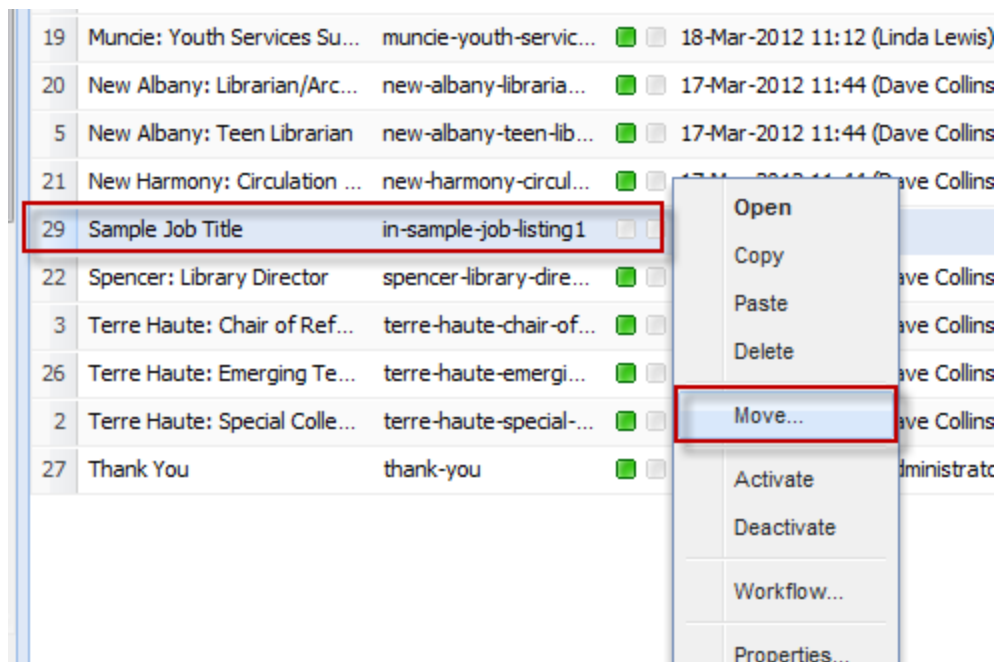
Under the **Basic** tab, you'll need to change the sample Title to the actual title of the job listing.



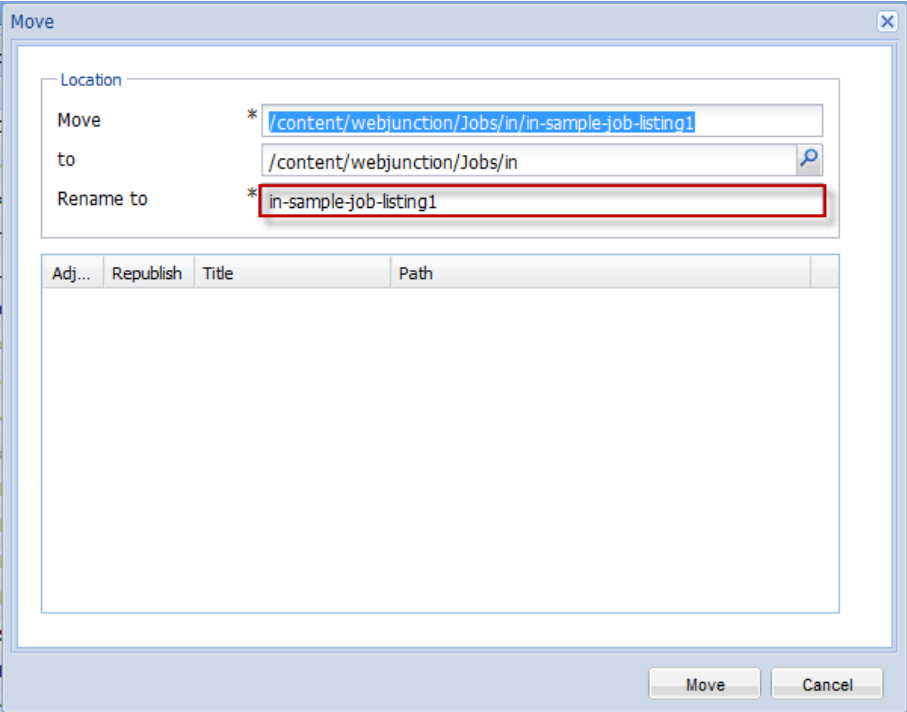
You'll see that the listing already has a Content Type: Job Listing tag in place. This allows it to be displayed on your Job Listing topic pages. It is the only tag you need on this type of page.

Click OK.

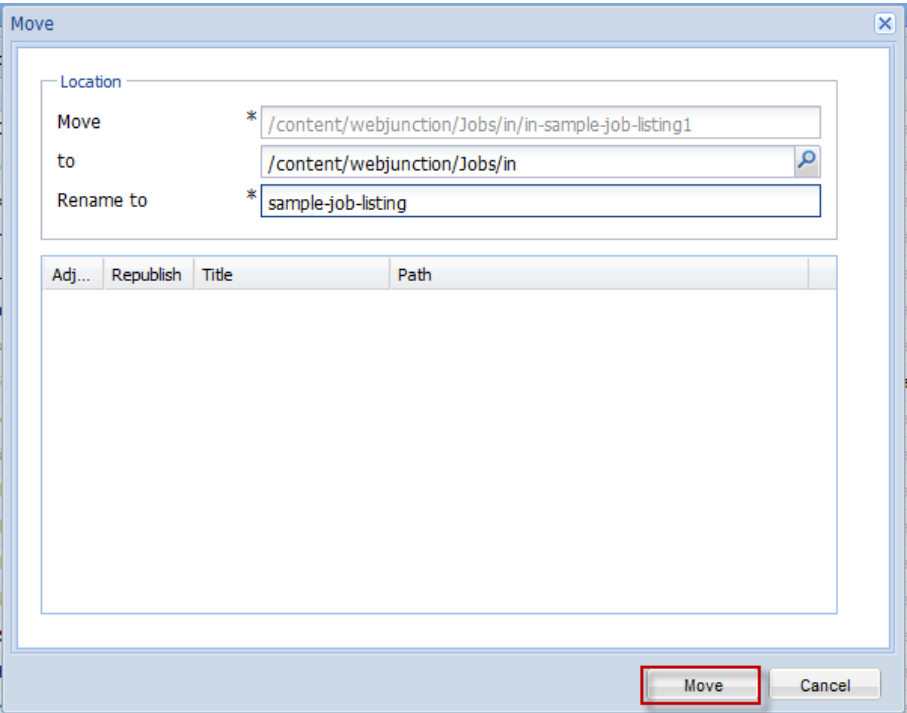
If you want to change the **Name** (URL) field on your new listing, right-click on the page and select **Move**.



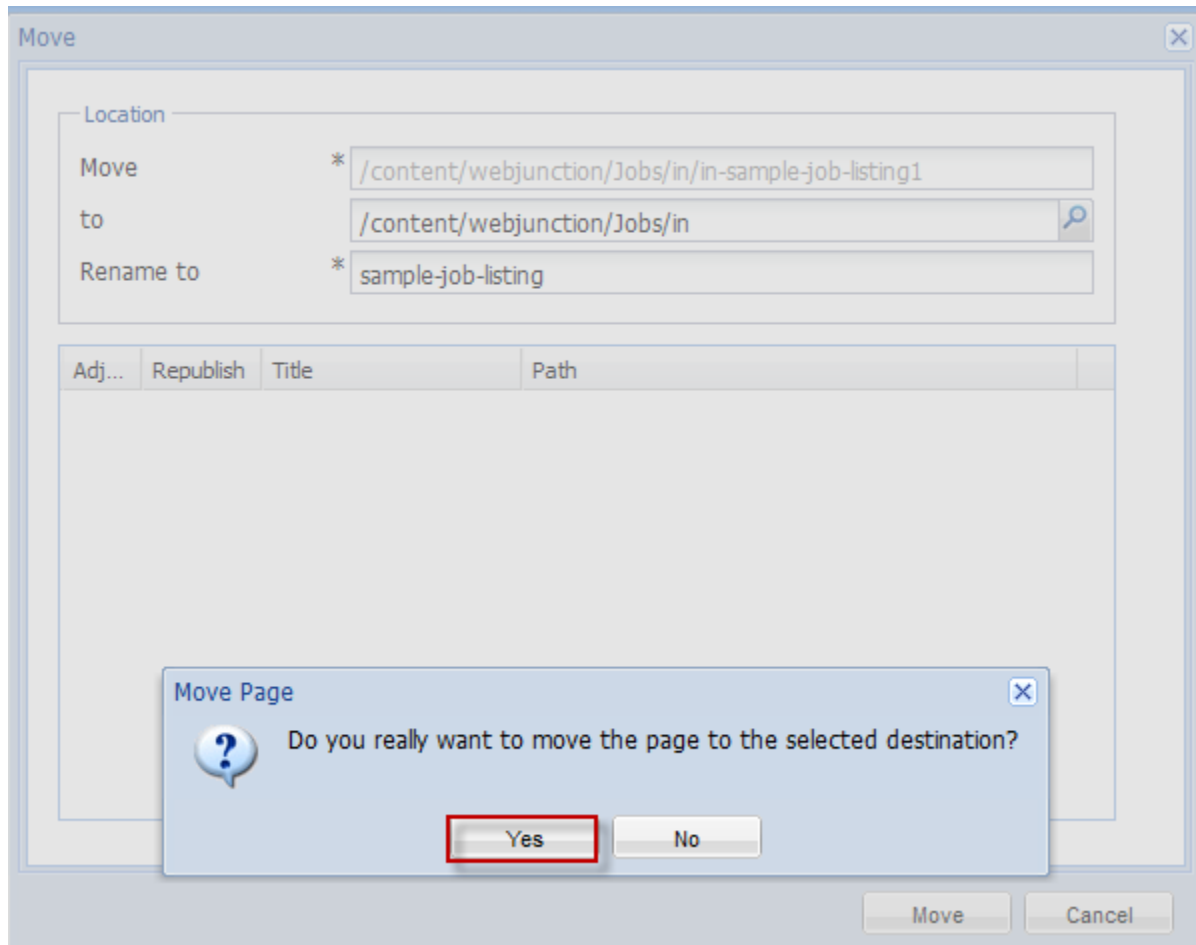
You can change the Name (URL) to match the Title. If your page Name is more than one word, be sure to put hyphens between the words.



Click Move.



A reminder message will display, “Do you really want to move the page to the selected destination?”
Click Yes.



Now that you’ve updated the Title and Name (URL) of your new job listing, you’ll need to update the body of content that will display on this new page.

Right-click on the page you intend to edit and select Open. You will be taken to Edit Mode in CQ.

21	New Harmony: Circulation ...	new-harmony-circul...	11:44 (Dave Collins)
29	Sample Job Title	sample-job-listing	
22	Spencer: Library Director	spencer-library-dire...	11:44 (Dave Collins)
3	Terre Haute: Chair of Ref...	terre-haute-chair-of	11:44 (Dave Collins)
26	Terre Haute: Emerging Te...	terre-haute-emergi...	11:44 (Dave Collins)
2	Terre Haute: Special Colle...	terre-haute-special-	11:44 (Dave Collins)
27	Thank You	thank-you	05:07 (Administrator)

Once your page fully loads in CQ, scroll down the page. Right-click inside the text component box and select Edit.

Drag components or assets here

[Share](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#)

Sample Job Title

Sample Library Name
 Library Type: select
 Date Posted: January 01, 2012
 Deadline: Sample Deadline

Edit

Annotate

Cut

Copy

Paste

Delete

New...

CQ5

Page Properties...

Create Child Page

Copy Page

Move Page

Delete Page

Activate Page

Lock Page

Show References...

Rollout Page

Description

Sample Description

Qualifications

Sample Qualifications

Salary

Sample Salary

Contact

Sample Contact

Drag components or assets here

You will see the job listing form. Fill out the form. Be sure to put information in all the fields.

Share |   



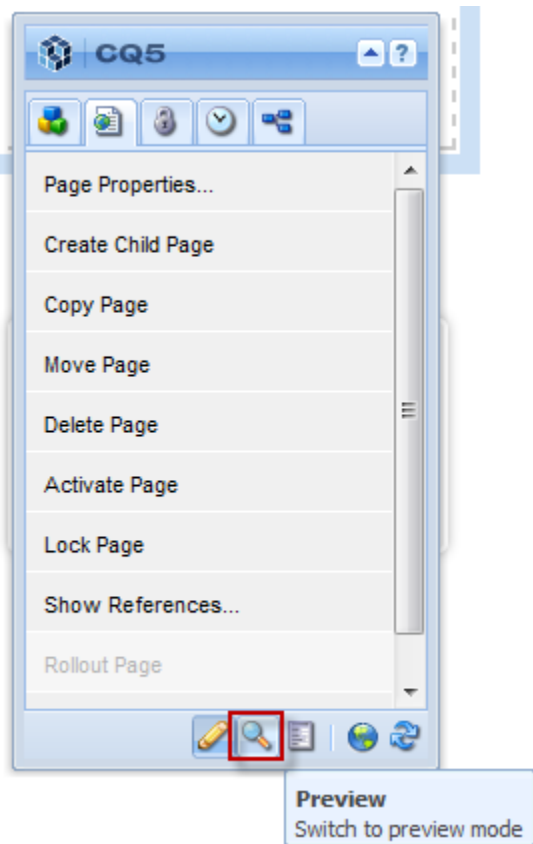
Job Title	Sample Job Title
Description	Sample Description
Short Description	Sample Short Description
Library Name	Sample Library Name
Qualifications	Sample Qualifications

Drag components or assets here

Once you have finished, click OK.

Preview and Activate

Click the Preview icon at the bottom of the Sidekick menu to see how the page will look live.



If all looks okay, open the Sidekick menu again by clicking on the downward arrow. This will take you back to Edit Mode

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Go to Courses

Find Training | Explore Topics | Share Your Story | Our Partners | About Us

Sample Job Title

Sample Library Name
Library Type: select
Date Posted: January 01, 2012
Deadline: Sample Deadline

Description
Sample Description

Qualifications
Sample Qualifications

Salary
Sample Salary

Contact
Sample Contact

Once in Edit Mode select **Activate Page** from the Page tab of the Sidekick menu.

Share |

Sample Job Title

Sample Library Name
Library Type: select
Date Posted: January 01, 2012
Deadline: Sample Deadline

Description
Sample Description

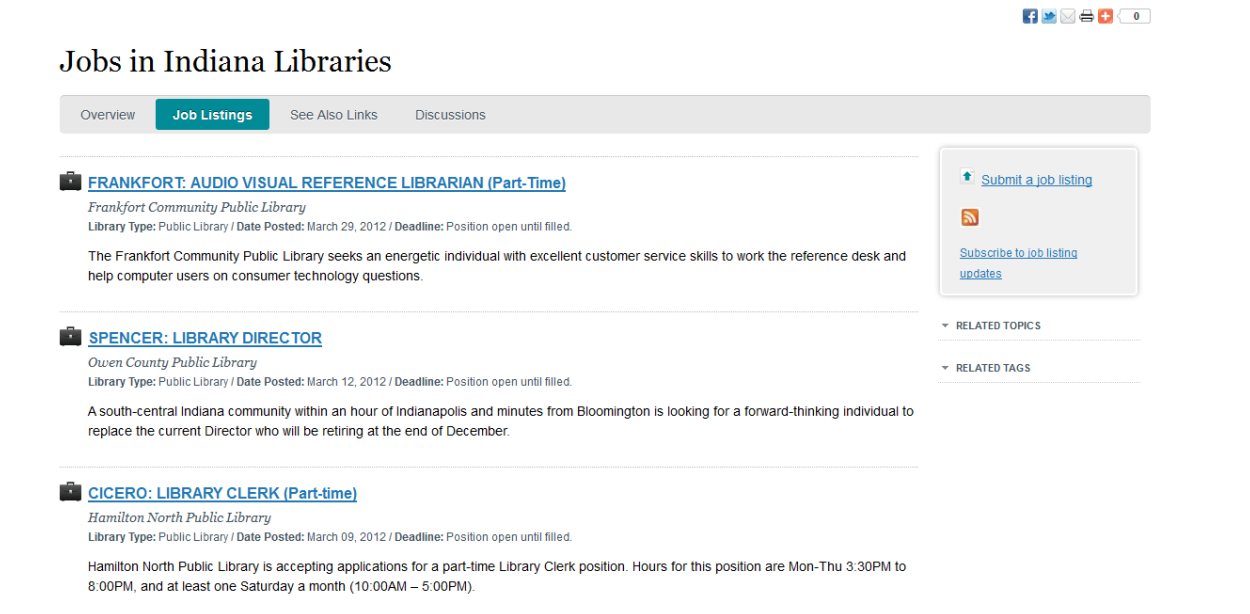
Qualifications
Sample Qualifications

Salary
Sample Salary

Contact
Sample Contact

Drag components or assets here

Now that you've Activated your new page, the job listing will surface on your Job Listings Page.



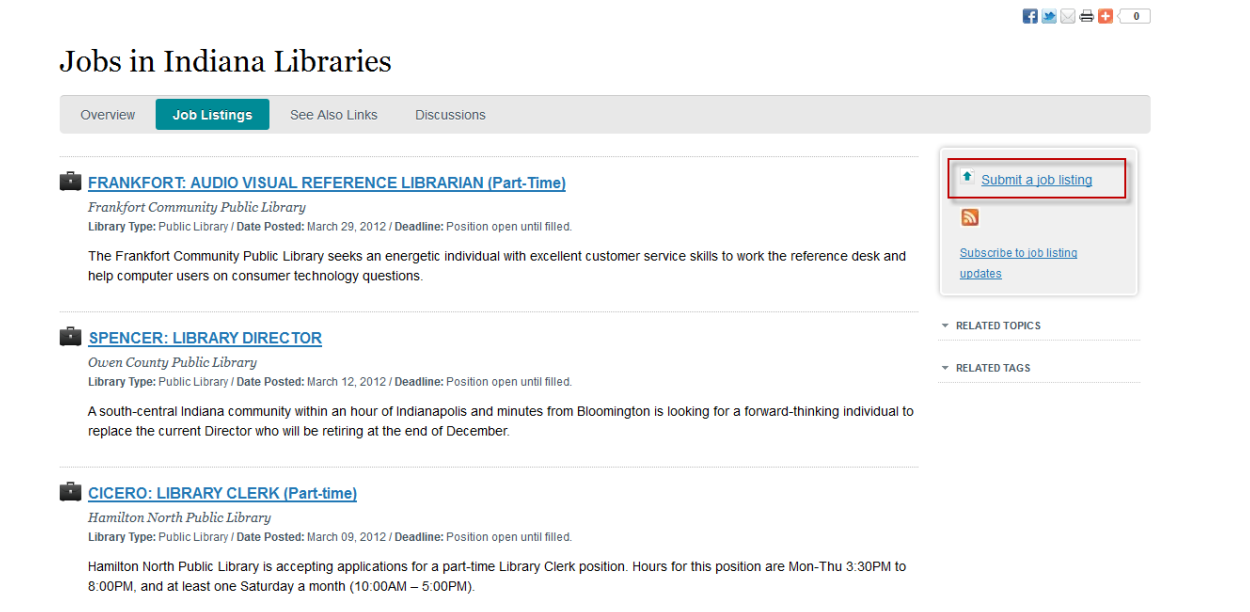
The screenshot shows the 'Jobs in Indiana Libraries' page with a navigation bar containing 'Overview', 'Job Listings', 'See Also Links', and 'Discussions'. Three job listings are displayed:

- FRANKFORT: AUDIO VISUAL REFERENCE LIBRARIAN (Part-Time)**
Frankfort Community Public Library
Library Type: Public Library / Date Posted: March 29, 2012 / Deadline: Position open until filled.
The Frankfort Community Public Library seeks an energetic individual with excellent customer service skills to work the reference desk and help computer users on consumer technology questions.
- SPENCER: LIBRARY DIRECTOR**
Owen County Public Library
Library Type: Public Library / Date Posted: March 12, 2012 / Deadline: Position open until filled.
A south-central Indiana community within an hour of Indianapolis and minutes from Bloomington is looking for a forward-thinking individual to replace the current Director who will be retiring at the end of December.
- CICERO: LIBRARY CLERK (Part-time)**
Hamilton North Public Library
Library Type: Public Library / Date Posted: March 09, 2012 / Deadline: Position open until filled.
Hamilton North Public Library is accepting applications for a part-time Library Clerk position. Hours for this position are Mon-Thu 3:30PM to 8:00PM, and at least one Saturday a month (10:00AM – 5:00PM).

On the right side, there is a 'Submit a job listing' link, a 'Subscribe to job listing updates' link, and sections for 'RELATED TOPICS' and 'RELATED TAGS'.

Note on the Submit a Job Listing Link

The **Submit a job listing** link is there for submissions by members of your community who are not CQ authors.



This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Submit a job listing' link in the right-hand sidebar.

Clicking on that link brings up a similar form that you see as an author. The submitter fills out the form and gets a thank you page for the submission.



Job Submission

To submit a job to the Indiana Job Listings, fill out the following form.

▶ REQUIRED

Your Information

▶ Full Name

▶ Place of Work

▶ U.S. state where your library is located? (Type NA if does not apply)

▶ Town or city where your library is located

▶ Email Address

Job Posting Information

▶ Job Title

The partner CQ authors receive an email with a link to the page that CQ creates from the submitted form. From there, partner authors can review the submission, make any necessary edits and preview and activate the page when it's ready for publication.