Using the Job Requisition “Quicklink” to direct applicant’s to the USU website to apply.

- Each job has a quicklink that will take applicants directly to the job posting so they can apply for it.
- It is found on the “posting detail” tab. You need to add http:// before you send it to applicants. 
  http://jobs.usu.edu/applicants/Central?quickFind=53067
- The quicklink will not start working until the job is posted on the USU website.
I would recommend using the quicklink when posting a position on a website or in an email, but I would not recommend it when placing an ad in a print media. It is too long for someone to type in. Use instead: “See [http://jobs.usu.edu](http://jobs.usu.edu) (Req. ID 05xxxx) for full job description and to apply online. AA/EOE.