

Company Pages: Admin > Career Pages > Jobs Tab

The **Jobs** tab is almost completely automated and will pull in data that is personalized to your candidates. The only tasks for an Admin to perform on this tab is to toggle the visibility of sections on/off, and to preview changes for the job prior to publishing.

The screenshot displays the LinkedIn Admin interface for the Jobs tab. At the top, there's a navigation bar with 'Updates', 'Overview', 'Career Pages', 'Analytics', and 'Notifications'. The main content area is titled 'Jobs (Edit)' and includes 'Discard edits', 'Preview', and 'Publish' buttons. Below this, there are two sections of job listings: '24 Jobs match your skills' and '13 Jobs recently posted'. A central notification states: 'This section isn't editable because we showcase jobs based off a visitor's profile. We showcase jobs that match a visitor's skills and recently added jobs.' At the bottom of the job listings, there's a search bar with 'Search by job title, or keyword' and 'Location' fields, and a 'Find jobs' button. Below the job listings is a 'Meet the team' section with a 'Visible' toggle switch. At the bottom, there's an 'Employee insights' section with a 'Visible' toggle switch and four bar charts: Experience, Education level, Skills, and Where we work.

Experience	Education level	Skills	Where we work
45% - Senior	45% - Bachelor's	45% - Information Architecture	5,545 - San Francisco, CA
23% - Manager	23% - Master's	23% - Marketing	739 - Mountain View, CA
15% - Entry	15% - High School	15% - Java	623 - Sunnyvale, CA
11% - Director	11% - Community College	11% - Social media	443 - New York, NY
0% - Owner	0% - PhD	0% - HTML	322 - Chicago, IL

Use the Preview and Publish buttons to preview jobs before they are published.

Toggle the visibility of each section on/off as necessary.