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Search Applicants

The Search Applicants page allows you to view, search for, and save applicants who have applied for jobs. A corresponding list of applicants and jobs is displayed in a grid on this page. There are three ways to access this page within CareerPortal.

- Click on the **Search Applicants** sidebar tab.
- Click **View** on the [Applicant Watch](#) page.
- Click **View Applicants** on the [Posted Jobs](#) page.

Basic Navigation See [Navigation and Search](#) for more information about basic navigation and [search](#) options on the page.

Search and view applicants

Search and view applicants based on your search criteria.

Field	Description
Please utilize the following drop-down menu to switch between different forms:	Switch between different forms to search for applicants by form .
Change Columns	Select the columns you want to display in the grid. The columns that are available are either core questions (when viewing all positions) or a combination of core questions and custom questions (when viewing a specific position).
View	Display the Applicant Detail page. The Applicant Detail page provides applicant information in relation to a particular job. The Applicant Detail page is used for rating an applicant as well as hiring an applicant. Note: Select User Profile in the Position field to see all users, including those who have not applied for a job.

Save your searches

Your searches can be saved for later viewing. A saved search saves the search parameters used to create the search.

Field	Description
Search	Type your search term or filter your search parameters using the search boxes or drop-down menus in each column.
Save Search	Save your search. The Applicant Search - Save window will open.

Other functions and features

Documents	View or attach supporting documentation.
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