

# Table of Contents

Search Applicants .....

1



# 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

Columns can be [sorted](#) at any time by clicking on a column's heading. Click **Records** to select the number of applicants to display. You can also [search](#) for keywords using the Search field. By default the columns displayed are based on [core questions](#). You can choose which columns are viewable.

Field	Description
<b>Change Columns</b>	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 <a href="#">custom questions</a> (when viewing a specific position).
<b>View</b>	Display the <a href="#">Applicant Detail</a> 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. Click <b>Print Detail</b> to print an applicant's details. <b>Note:</b> Select User Profile in the Position field to see all users, including those who have not applied for a job.
<b>Applicants</b>	Click <b>Please utilize the following drop-down menu to switch between different forms</b> to search for applicants by <a href="#">form</a> .

## 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
<b>Search</b>	Type your <a href="#">search</a> term or filter your search parameters using the <a href="#">search boxes</a> or <a href="#">drop-down menus</a> in each column.

- Click **Save Search**.
- The **Applicant Search - Save** window will open.

Field	Description
Please provide a search name	Type a search name

- Click **Save Search** to save your search and return to the Search Applicants page.
- Click **Cancel** to return to the previous screen.
- Click [Applicant Watch](#) on the sidebar to view your saved searches.
- Click **Update Search** to update your saved search parameters.

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