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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

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 |
|-----------------------|---|
| 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. Click Print Detail to print an applicant's details. Note: Select User Profile in the Position field to see all users, including those who have not applied for a job. |
| Applicants | Click Please utilize the following drop-down menu to switch between different forms to search for applicants by form . |

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. |

- 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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