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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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