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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   |
|-----------------------|---|
| <b>Change Columns</b> | Select the columns you want to display in the grid.<br>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.<br>The Applicant Detail page is used for rating an applicant as well as hiring an applicant.<br>Click <b>Print Detail</b> to print an applicant's details.<br><b>Note:</b> Select <b>User Profile</b> in the <b>Position</b> 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. |
| <b>Save Search</b> | Save your search. The <a href="#">Applicant Search - Save</a> window will open.  |

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