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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.

Records Click **Records** to select the number of records to display.

Columns on the Search Applicants page

Field	Description
Coop	Displays the coop that the job position is posted for.
Position	Displays the job position posted (e.g. 2nd Grade Teacher, Classroom Aide).
LastName	Displays the applicants last name.
State	Displays the state where the position is posted.
City	Displays the city where the position is posted.

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.

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