Sorting by Layoff Status and Using Requisition and Candidate Filters

This job aid is designed to walk you through the steps of using candidate quick filters. Candidate Quick Filters are an easy way of managing your candidates list. Whether you are viewing a list of general candidates across requisitions (in the Candidates area) or viewing as job submissions to a requisition will dictate what Quick Filters are available to you

Navigation Path:

- Access the Recruiting System by accessing the Admin Systems page under Quick Links from www.uab.edu

  http://www.uab.edu/adminsys/

- Log into with your blazerid and password

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Dashboard Overview

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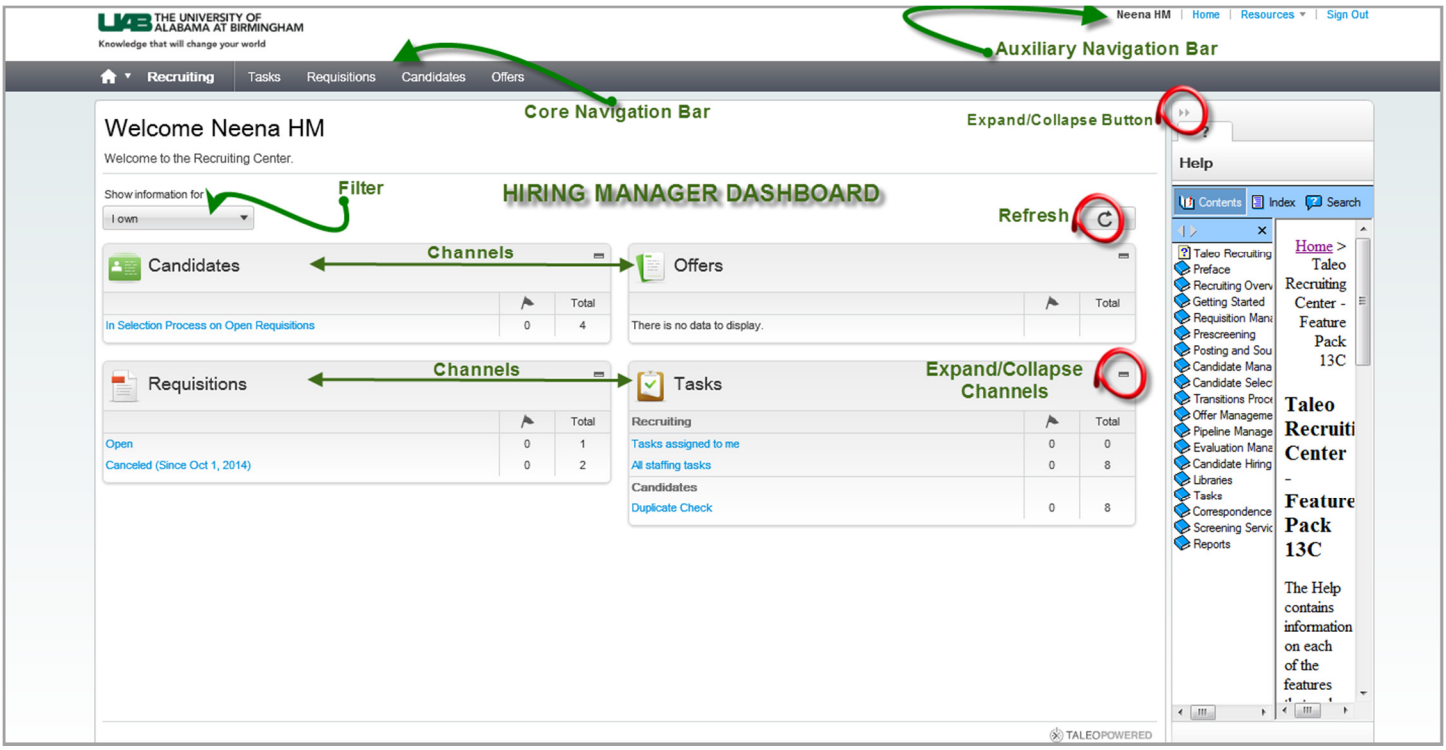
Hiring Manager Dashboard



Core Navigation Bar

- Click the Home Button to return to the Hiring Manager Dashboard at any time
- Access your Tasks list, Requisitions and Candidates lists or Offers list from the Core Navigation Bar

Auxiliary Navigation Bar

- Click the Home Button to return to the Hiring Manager Dashboard at any time
- Click Sign Out to completely log out of the Recruiting System

Show Information For Filter – Filter on requisitions you own, you collaborate on or all.

Refresh - The center stage displays a Refresh button to allow users to update all the channels with the latest numbers.

Channels - display status-oriented data about your activities. From the links on the channels, you can access information on requisitions, candidates, job offers, etc. Click the channel heading (i.e., View Requisitions, View Candidates, Tasks) to access. The Expand/Collapse button will collapse the menus but not the headings of the Channel.

Collapse the **Help** menu to increase your work space. Click the **Expand/Collapse button** again if you need to access Help files.

Sorting by Source (for Layoff Preference)

1. Click **Requisitions** tab.

2. Click the **Number** in the candidate column.

3. Click **Advanced Filters** at the bottom left hand side.

4. Select **Source Name**. a.

5. Enter “layoff” in **Source Name**.

6. Click **Add.**

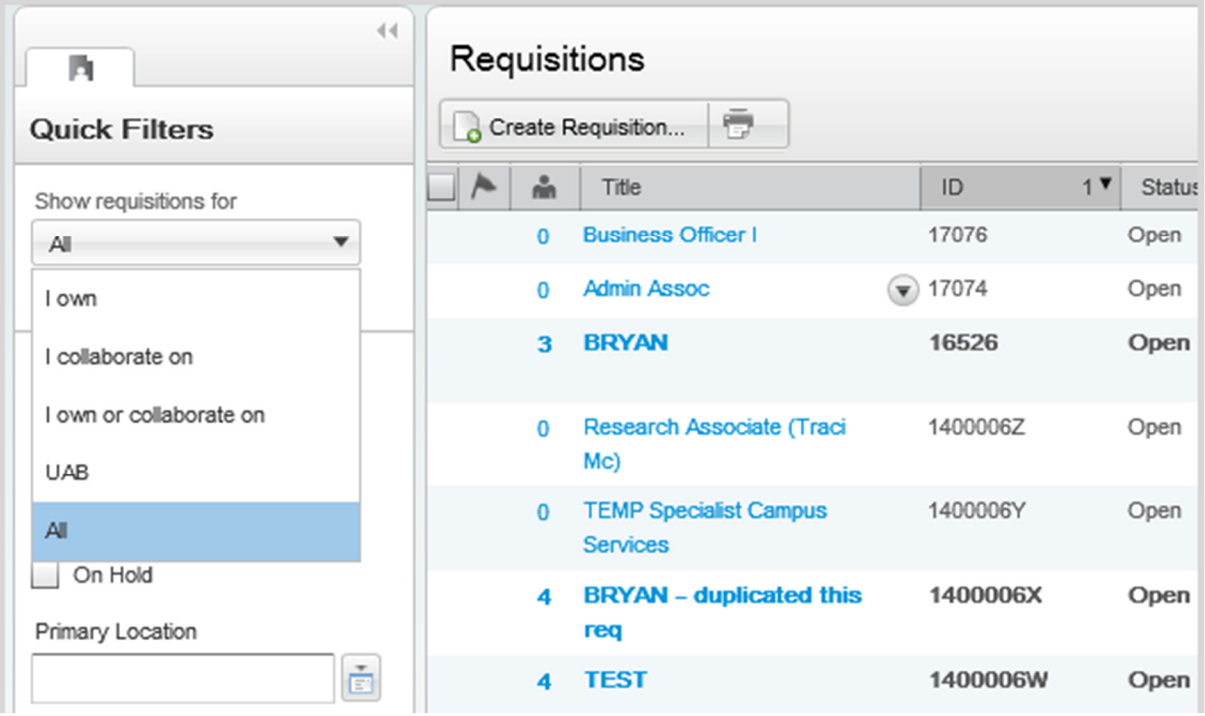
7. Click **Done.**

Note: Candidates who self-select Stanford/SLAC Employee in Layoff Status in source field will display. Staff Employment is responsible for verifying if they are a “true” layoff. Staff Employment will enter a note above the candidates name saying “Layoff preference verified by Staff Employment. Preference expires on <DATE>.”

Filtering Requisitions

1. Click **Requisitions** tab.

2. Locate the **Quick Filters** area on the left pane.

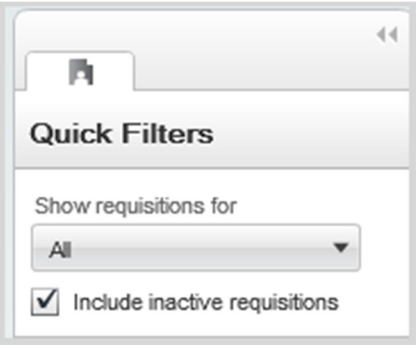


3. Click Show Requisitions for list.

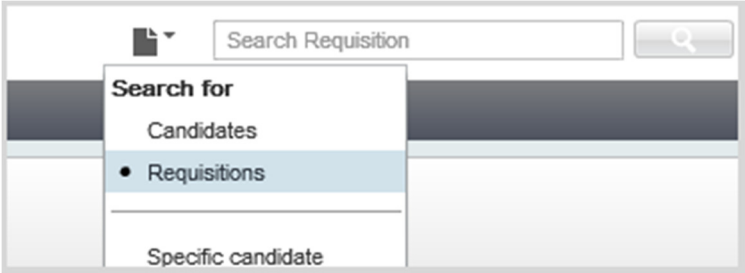
4. Select **All**.

Note: Selecting "All" shows all requisitions assigned to you AND requisitions you are assigned as a collaborator.

5. Select the box before the **Include inactive requisitions** to view cancelled or filled positions.



Searching Specific Requisitions



1. Locate the Search Bar field at the top right of the page.

2. Click the drop down arrow to select which search you wish to perform.

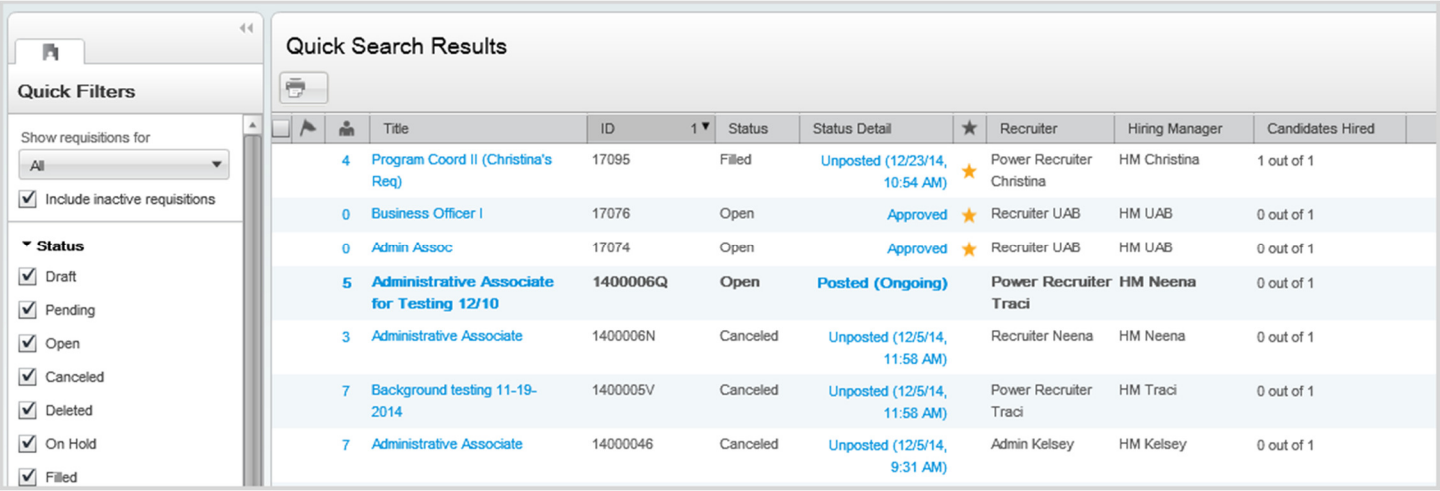
3. Select Requisitions.

4. Click in the Search Requisition field.

5. Enter the desired information in the Search Requisition field. *For example: administrative associate.*

6. Click Launch the quick search button.

Note: You are now on a different page called Quick Search Results that displays requisitions.



Using Requisition Specific Candidate Filters

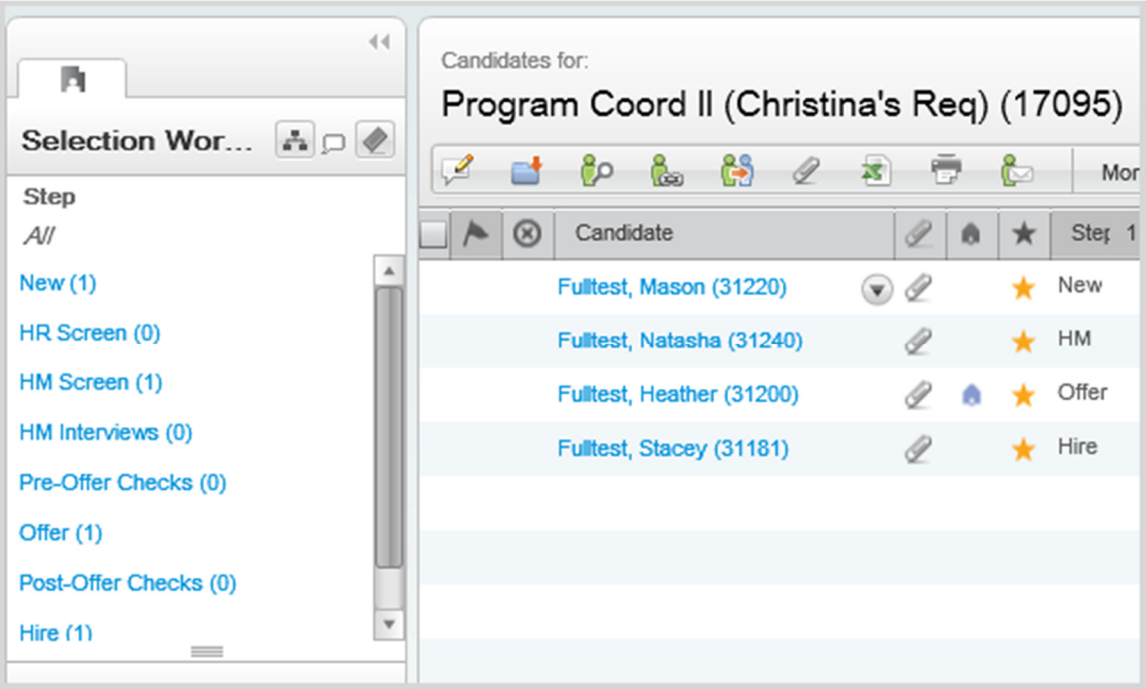
Selection Workflow filters allows you to view candidates in a specific step and status.

1. Click Requisitions tab.

2. Click the **Number** in the candidate column.

3. You are now reviewing the applicant pool.

4. Locate the Selection Workflow on the left pane.



5. Select the specific step to narrow candidate pool. For example: If you want to review all “New applicants”, select “New”.

Note: Only candidates in that particular step will be displayed.

For technical support, please submit an ASKIT ticket.