

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/)
<http://www.uab.edu/adminsys/>
 - Log into with your blazerid and password
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Hiring Manager Dashboard

The screenshot shows the Hiring Manager Dashboard interface. At the top, there is a header with the UAB logo and navigation links. Below the header is a Core Navigation Bar with links to Recruiting, Tasks, Requisitions, Candidates, and Offers. The main content area is titled 'Welcome Neena HM' and includes a 'Show information for' dropdown menu labeled 'Filter'. To the right of the filter is a 'Refresh' button. The dashboard is divided into four channels: 'Candidates', 'Offers', 'Requisitions', and 'Tasks'. Each channel has a table of data. The 'Candidates' channel shows 'In Selection Process on Open Requisitions' with 0 rows and a total of 4. The 'Offers' channel shows 'There is no data to display.' with 0 rows and a total of 0. The 'Requisitions' channel shows 'Open' with 0 rows and a total of 1, and 'Canceled (Since Oct 1, 2014)' with 0 rows and a total of 2. The 'Tasks' channel shows 'Recruiting' with 0 rows and a total of 0, 'Tasks assigned to me' with 0 rows and a total of 8, 'All staffing tasks' with 0 rows and a total of 8, and 'Candidates' with 0 rows and a total of 8. On the right side, there is an 'Auxiliary Navigation Bar' with a 'Help' link and a 'Taleo Recruiting Center - Feature Pack 13C' link. The 'Expand/Collapse Channels' button is located at the bottom right of the 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.

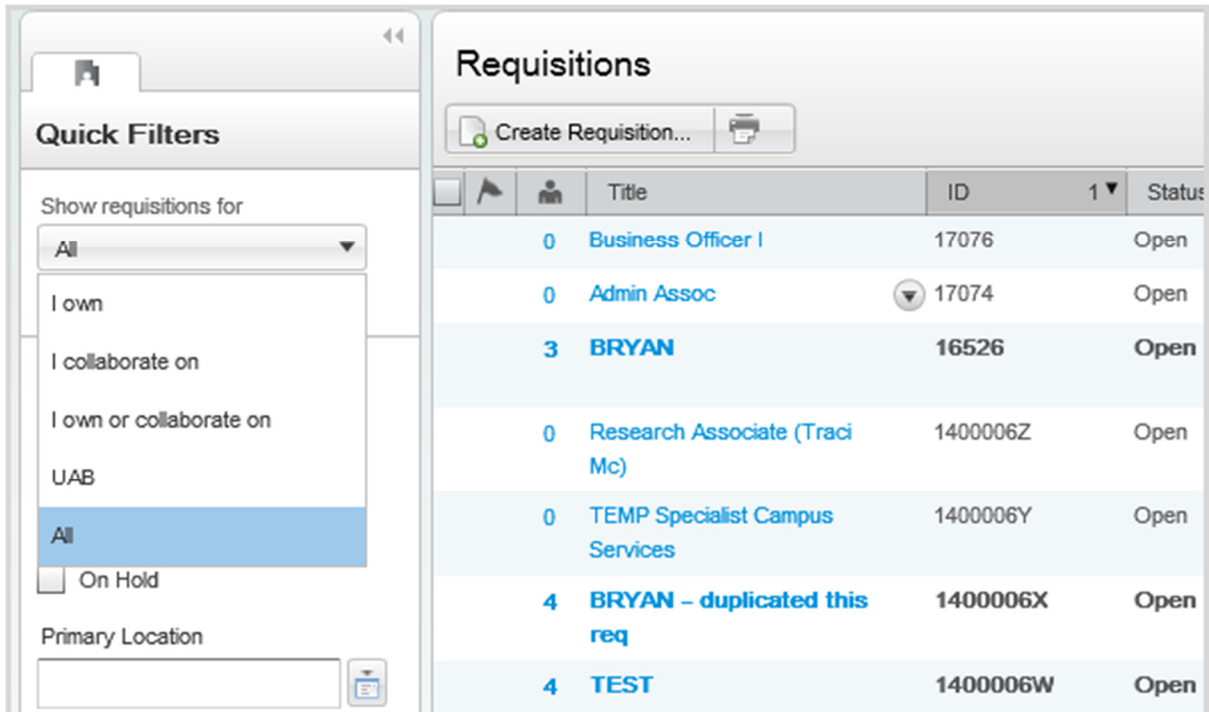
Sorting by Source (for Layoff Preference)

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.



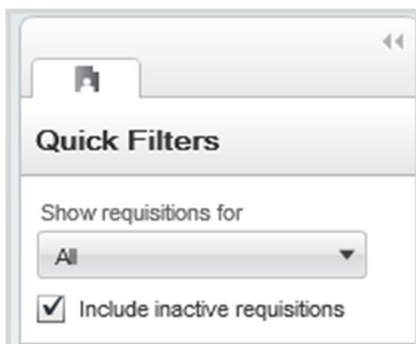
The screenshot shows the 'Requisitions' page. On the left is the 'Quick Filters' pane. It has a dropdown menu 'Show requisitions for' with 'All' selected. Below it are options: 'I own', 'I collaborate on', 'I own or collaborate on', 'UAB', 'All' (highlighted), and 'On Hold'. There is also a 'Primary Location' field. On the right is a table of requisitions.

	Title	ID	Status
0	Business Officer I	17076	Open
0	Admin Assoc	17074	Open
3	BRYAN	16526	Open
0	Research Associate (Traci Mc)	1400006Z	Open
0	TEMP Specialist Campus Services	1400006Y	Open
4	BRYAN – duplicated this req	1400006X	Open
4	TEST	1400006W	Open

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.

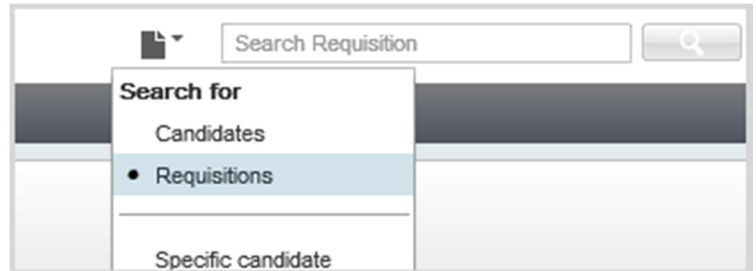
5. Select the box before the **Include inactive requisitions** to view cancelled or filled positions.



This is a close-up of the 'Quick Filters' pane. The 'Show requisitions for' dropdown is set to 'All'. Below it, the checkbox for 'Include inactive requisitions' is checked.

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.

Quick Search Results											
	Title	ID	1 ▼	Status	Status Detail	★	Recruiter	Hiring Manager	Candidates Hired		
4	Program Coord II (Christina's Req)	17095		Filled	Unposted (12/23/14, 10:54 AM)	★	Power Recruiter Christina	HM Christina	1 out of 1		
0	Business Officer I	17076		Open	Approved	★	Recruiter UAB	HM UAB	0 out of 1		
0	Admin Assoc	17074		Open	Approved	★	Recruiter UAB	HM UAB	0 out of 1		
5	Administrative Associate for Testing 12/10	1400006Q		Open	Posted (Ongoing)		Power Recruiter Traci	HM Neena	0 out of 1		
3	Administrative Associate	1400006N		Canceled	Unposted (12/5/14, 11:58 AM)		Recruiter Neena	HM Neena	0 out of 1		
7	Background testing 11-19-2014	1400005V		Canceled	Unposted (12/5/14, 11:58 AM)		Power Recruiter Traci	HM Traci	0 out of 1		
7	Administrative Associate	14000046		Canceled	Unposted (12/5/14, 9:31 AM)		Admin Kelsey	HM Kelsey	0 out of 1		

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.

The screenshot displays the UAB Human Resources interface. On the left, the 'Selection Workflow' pane is open, showing a list of steps: All, New (1), HR Screen (0), HM Screen (1), HM Interviews (0), Pre-Offer Checks (0), Offer (1), Post-Offer Checks (0), and Hire (1). The 'New (1)' step is selected. The main area shows the candidate pool for 'Program Coord II (Christina's Req) (17095)'. The candidate list includes:

Candidate	Step
Fulltest, Mason (31220)	New
Fulltest, Natasha (31240)	HM
Fulltest, Heather (31200)	Offer
Fulltest, Stacey (31181)	Hire

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.