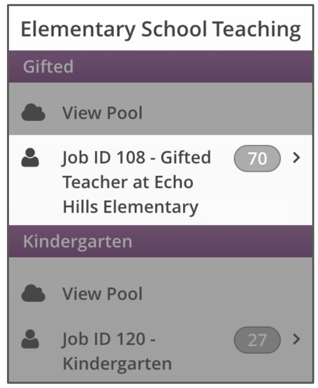
The three most common ways to work with applicants in Recruiting & Hiring are:

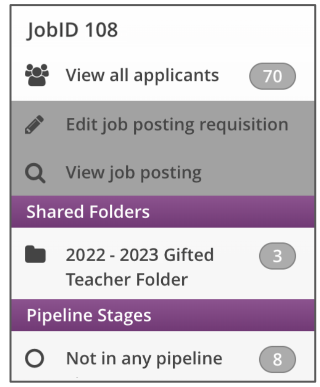
Browsing:	Show me a list of applicants. I'll go through them using my tools.
Routing:	Email me when applicants apply for a position or position pool.
Searching:	Show me applicants that meet multiple criteria.

BROWSING APPLICANTS BY VACANCY

From the Home page, click **Applicants** > **Vacancies by Category** and choose the **Category**. Then, click the desired **Job ID** (e.g., Elementary Teaching > JobID "x").

You will be given the option to choose a group of applicants based on Folders or Pipeline stages where they are located. You will also have the option to choose **View all applicants**.

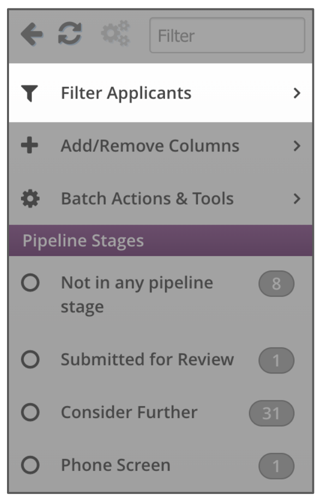


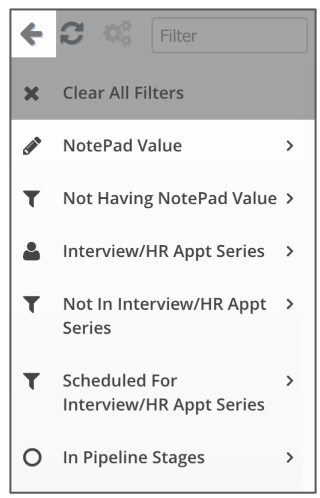


FILTERING A LIST OF APPLICANTS

When viewing a list of applicants, click **Filter Applicants**. This will open a menu of filter categories. Choose a filter category (e.g., NotePad Value, Interview/HR Appt Series, etc.) to view applicants within your current list who also match other criteria. Once you select a filter, you can click the **back arrow** and choose a different filter category.

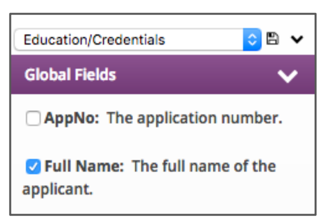
*Click any column header to sort an applicant list. The list is sorted by date as the initial default, leaving the most recent application submissions at the top.





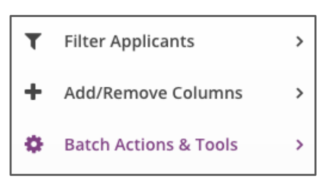
ADDING/REMOVING COLUMNS

Click **Add/Remove Columns** and check off columns you want to view within your list. Once the column displays, you can click the column header to sort it.



PERFORMING BATCH ACTIONS

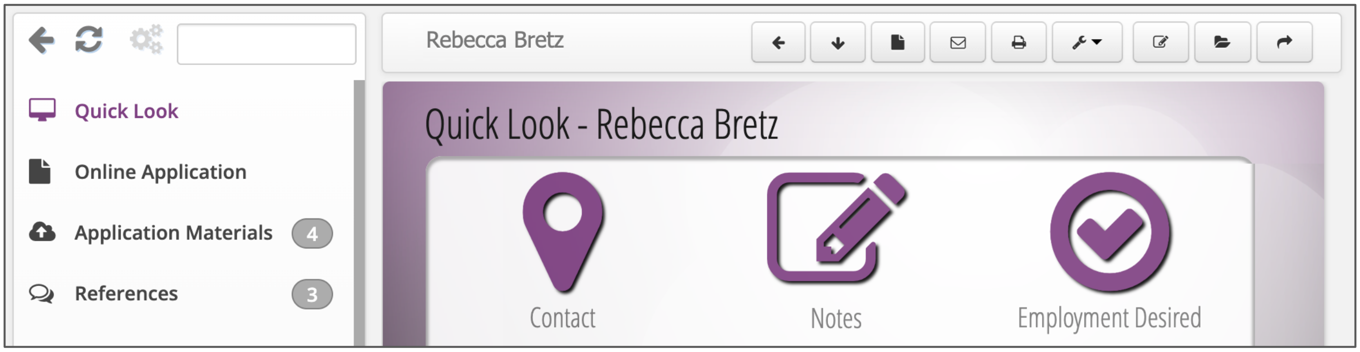
Click the **Batch Actions & Tools** tab, or click the checkbox beside the applicants. Any action that can be performed to a single applicant can be performed to multiple applicants at the same time. Follow the on-screen instructions once you select the proper applicants.



WORKING WITH AN APPLICATION

After following the previous steps, click the **Open** link beneath a user's name within the applicant grid to open a specific application. Once open, use the left-hand menu to quickly view the application, references, and other materials associated with your applicant.

Above the application, you will see several buttons, including Tools, Notes, and other associated actions.



CONFIGURING YOUR ROUTINGS

From the Home page, click **My Account** > **My Folders and Routings > Configure My Routings**. Select the desired vacancy or position pools to receive email notifications. You can configure a limitless number of routings by selecting **Save and Add More** at the bottom of the page.

USING THE SEARCH FORM

From the Home page, click **Applicants** > **Search Form**. Review the tab content for Status, Vacancy, etc. to then view and select the searchable application content. Select or type in criteria and click **Find Applications.**

Sign in and search for the following topics in the Learning Center for next steps:

• Accessing Applications	• Configuring Your Routings
• Adding & Removing Columns	• Working w/ an Applicant List