

Saved Searches and More Summary

System Wide Tips and Tricks

- ✓ Go into Watch List from the top menu bar
- ✓ Click ACTIONS to unwatch an item
- ✓ Hiring Proposals will show up in Position Requests
- ✓ We can't change the columns in this view

Applicant Tracking Tips and Tricks

- ✓ Create saved search of Active Postings
 - Exclude the Cancelled status
 - Helpful columns to add:
 - Active Applicants
 - Posting End Date
 - Guaranteed Consideration Date
- ✓ Create saved search of Finished/Cancelled Postings
 - Exclude active statuses
- ✓ Applicants
 - Helpful columns to add to searches:
 - Workflow State Entrance Reason (reason code)
 - Workflow State (External) - what the applicant sees in the portal

Position Management Tips and Tricks

- ✓ **NEVER USE POSTING ADMIN** in this module
- ✓ Save a search titled "Active PDs in Route"
 - Exclude the Cancelled and Approved statuses
- ✓ Save a search titled "Draft PDS"
 - Only select draft for new/modifications
- ✓ Useful Columns to Add:
 - Are you planning on filling this position?
 - Working Title
 - University Title
 - University ID
 - Employee Last Name
 - Employee First Name
 - Location
 - Hiring Manager
 - Supervisor