

## PeopleAdmin Recruit – Application or Applicant Search Tips

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### How to Search for an Application

- Text search is not case sensitive.
- Enter whole words or use the \* character as a "wild card". For example, if you are looking for Janice MacCullough's profile but you are not sure how to spell her name, you might enter **jan\*** (which will return all names that start with the letters **Jan**) or **Mac\*** (which will return all names that contain that string of letters). You must supply at least three letters in a row for any search that uses the wildcard character.
- Searches normally return items that contain all your search terms. For example, if you enter **facilities manager**, the search returns items that contain both these words.
- To exclude search results, use the ! or - character. For example, to search for postings that contain the word "director" but not the word "coordinator", enter **director !coordinator** or **director -coordinator**.
- To search for one or more out of a set of search terms, use the | (vertical bar) character. For example, to search for postings that contain either of the words **director** or **coordinator**, enter **director | coordinator**.
- **You can't do a search** that only specifies what not to return, such as **!coordinator**.
- **You can't do a search** for a word or phrase that was selected from a drop-down list, such as the name of a state, but you can use **filtering** to find the information. The procedure below for viewing applicants who reside in a specific state gives an example of how to do this.

### How to Search for an Applicant

1. In the APPLICANT TRACKING module, select Applicant Search from the Applicants menu.
2. Select **More search options** to expand the search tools area.
3. Use the searching and filtering tools to narrow down the results that the system presents:

- You can **add columns** if the information you need is not included on the page.
- You can select specific **workflow states** of interest.



The list of workflow states includes transition states for each position type, so there may be workflow states with similar titles. Your searches may be more effective if you select all instances of the desired workflow state.

4. Use the column controls as you would in any other search.

When you search for applicants by name, your search results include all applicants who included the name anywhere in their applications. Sorting the results by applicant name can help you find the person you are searching for.

**Example:** You search for John Smith. Your search returns all applicants named John Smith and all applicants who included John Smith as a former supervisor, reference, or other job contact.

### **How to Clear Search Results**

To return to the full list view, close the search tab or select the Clear Search link in the search control area.

#### **To export search results:**

1. Set up the search or open a saved search.
2. From the Actions menu, select **Export Results**. The search results are saved in .xls format, and you are prompted to open or save the file.

### **How to Save a Personal Search**

You can create custom reports with saved searches.

If you have administrative privileges on the system, you can tag the search as a global, group, or personal saved search. Non-administrative users can only save personal searches.

1. After you have used the search and filtering controls to present the search results the way you want to see them, select **Saved Search**. The Saved Search area expands.
2. Give the search a name that will help you remember its purpose.

3. If this search presents the information you will normally want to see when you navigate to this page, you may want to select **Make this the default search**.
4. Select **Save this search**. The search tab refreshes to present the name you have given the search. This tab remains available for the rest of your session. The next time you log in, the search is available from the list of saved searches in that area.

NOTE: You can delete your personal saved searches when they are no longer useful to you.

### **To Access a Saved Search**

1. Access the list of items you need to search.
2. From the **Open Saved Search** menu, select the search you want to run. A new tab presents the search results.