

Filter Applications

The goal of application filtering is to sift the applications based on their statuses, categories or even how the applicants are rated against a position's job profile. These ratings could be the applicant's original personal rating or the rating as adjusted by HR.

Filter the applications

- Click **System Administration** on the **Administration Menu**.
- Open the **Application Received** page from the main menu by navigating **Modules | Recruitment | Specific Advertisement | Edit/View Applications**.
- Locate and click the **Filter the Applications** as shown below.
- The **Filter Applications** section opens revealing the first phase of search and filter criteria for the selected advertisement.
- Any number of criteria can be provided and wildcards can be used.
- Click **Search** to apply the filter criteria on the applications.

fea09f7b-ac4b-4f55-b1cd-bd1e94358713_display.png

Use these criteria to even further narrow down the search

- The second phase of search and filter criteria is opened by locating and clicking **Use these criteria to even further narrow down the search** to open filter criteria based on job profiler sections.
- These criteria refer to the **Job Profiler** sections against which an applicant is expected to have rated himself in terms of the job's essential requirements.
- This is shown in the example below.

Use these criteria to even further narrow down the search

Every applicant that rated themselves to have:

All None Not all, but most Not all, but some items in the **Experience** section. [Show / Hide Experience](#)

All None Not all, but most Not all, but some items in the **Qualifications** section. [Show / Hide Qualifications](#)

All None Not all, but most Not all, but some items in the **Accreditation And Registration** section. [Show / Hide Accreditation And Registration](#)

All None Not all, but most Not all, but some items in the **Legal Appointments** section. [Show / Hide Legal Appointments](#)

An example:

- Let's revisit the **Qualifications** section on an application.
- From the lookup in each **Job Profiler** section, an applicant gets the opportunity of rating himself.
- An example of this section is shown below.

Qualifications

I have of the items listed below.

Title	Area	NQF Level	Importance
Diploma / Costing / Auditing	Accounting / Costing / Auditing	NQF level 10	Essential / Minimum

The following is possible in this filtering section:

- Click a rating's radio button to include it in the filter.
- Click **Show / Hide...** next to a section to display the requirements from the Job Profiler module.
- If a random selection of criteria is applied, the filter looks as follows.

Use these criteria to even further narrow down the search

Every applicant that rated themselves to have:

All None Not all, but most Not all, but some items in the **Experience** section. [Show / Hide Experience](#)

All None Not all, but most Not all, but some items in the **Qualifications** section. [Show / Hide Qualifications](#)

Title	Area	NQF Level	Importance
Diploma / BCom - Accounting / Costing / Auditing	Accounting / Costing / Auditing	NQF level 10	Essential / Minimum

All None Not all, but most Not all, but some items in the **Accreditation And Registration** section. [Show / Hide Accreditation And Registration](#)

Description	Importance
N/A	

All None Not all, but most Not all, but some items in the **Legal Appointments** section. [Show / Hide Legal Appointments](#)

Applications Summary Report

The following report gives a summary of all current advertisements together with the number of applications submitted against them.

- Click **System Administration** on the **Administration Menu**.
- From the main menu, navigate to the **Advertised Positions** page (**Modules | Recruitment | Administration | Advertised Positions**) and select **View Report**.



Advertised Positions

Contains a list of positions for which advertisements have been created.

Search for an Advertised Position

Reference	<input type="text"/>	Position Title	<input type="text"/>
Location	<input type="text" value="All"/>	Category	<input type="text" value="All"/>
Internal / External	<input type="text" value="All"/>	Advertised From	<input type="text" value="2016/01/10"/> To <input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Clear"/>	

Add

Delete

View Report

View entire CV database

Advertised Positions Summary Report



Advertised Positions Summary Report

Search for an Advertised Position

Reference Position Title

Advertised From To

Export Report

Export to

Summary of advertisements for Search Criteria

Number of Advertisements 3
Number of Applications 9

Applications per Status

Not submitted yet	3
Application submitted	2
Appointed	3
Application canceled	1

Categorised Applications

Candidate	2
Candidate - EE	0
Candidate with disability	0
Not Appropriate	0
Not categorised yet	7
Possible future employment	0

Detail

Reference	Position Title	Published	Opens On	Closes On	Reason for Recruitment	Applications
3	Administration Trainee	Internally and Externally	2016/02/01	2016/02/29		6
2	Assistant Module Developer	Internally	2016/02/01	2016/04/30		1
1	Accountant	Internally and Externally	2016/01/01	2016/04/30	New Position	2

Revision #1

Created 2021-03-28 16:29:09 UTC

Updated 2021-03-28 16:30:23 UTC