# 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.

Image not found or type unknown
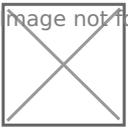
Use these criteria to even further narrow down the search

- 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.

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.

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.

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 Summary Report

Search for an Advertised Position

Reference:

Position Title:

Advertised From: 2016/01/10   To:

[Search] [Clear] [Close Window]

Export Report

Export: All Results ▾   to   Microsoft Excel Spreadsheet ▾   [Export] [Close]

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 28 March 2021 14:29:09 by Lizette Lotter
Updated 28 March 2021 14:30:23 by Lizette Lotter