

# 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.

[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 All of the items listed below.

(Please select)

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	2016/01/10 To <input type="text"/>

Search Clear

Add Delete **View Report** View entire CV database

# Advertised Positions Summary Report



## Advertised Positions Summary Report

### Search for an Advertised Position

Reference	<input type="text"/>	Position Title	<input type="text"/>
Advertised From	<input type="text" value="2016/01/10"/>	To	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Close Window"/>			

### Export Report

Export	<input type="text" value="All Results"/>	to	<input type="text" value="Microsoft Excel Spreadsheet"/>	<input type="button" value="Export"/>	<input type="button" value="Close"/>
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### 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

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