E-SEARCH NAVIGATION BASICS

Locating your Requisition

The two main pages of E-Search are the Home page and the Requisition Page. Requisitions shown on your Home page are those that are either in your Inbox requiring your action or attention, or requisitions you have placed on your Watch List.

View of Home tab:

On your Requisitions tab, you will see most of the requisitions you have ever created or served as search coordinator for. This page allows you to search for any of your current or previous requisitions.

View of Requisitions tab:

The default search results appearing here will show all of your requisitions except for those at Filled or Cancelled. To adjust your default search results, select More Search Options (next to the search bar above), adjust the parameters, click Search to generate results, and save the search as your default.
**Accessing your Requisition**

To access the requisition, you can click on the job title or use the Actions drop-down to the right of the listing.

**Layout of Your Requisition**

Your requisition is divided into four parts: Requisition Summary, History, Applicants, and Reports. The Requisition Summary page is the main part of your requisition, containing all of your posting details, recruitment plan, internal document storage, etc. The History page shows all actions taken on the requisition along with any notes added by you, other users, and/or HR. Your Applicants page shows a list of your applicants, and your Reports page contains your Departmental EEO Summary Report. **Note: once the position closes, a Settings page appears with the main four.**
Editing/Updating your Requisition

Note: you cannot edit your requisition while the position is at the status of Posted
To edit your requisition (or access the Internal Documents page to upload your documents), click the Edit link to the right of the position title, or click the Edit button next to the specific section you’d like to access.
Accessing and Viewing your Applicants

Your Applicants page displays a list of your active applicants. From here you can directly access their application by clicking their first name or by hovering your cursor over the Actions drop-down to the right of each individual listing. In addition, you can view each applicant’s uploaded documents from the applicants list (and from within the application itself). For instructions on moving your applicants forward in the workflow (First Interview, Second Interview, etc.) and to disperse the applicants not selected to the inactive pool, please see individual handouts for more instructions.

Viewing your Departmental EEO Summary Report

After your position has closed, you should then distribute the EEO Report to your search committee members. The EEO Report is located in the Reports page of your requisition.