

# Manage Candidate List Options

## Overview

There are several options for filtering, sorting, and displaying the list of candidates on the Talent Pipeline screen who have submitted an application for a job requisition. You can use these options to define how you want to see the information listed in the display.

- [Manage Display Options](#)
- [Manage Filter Options](#)

Admin Mgr - Training (4279)

JOB REQUISITION DETAILS
JOB PROFILE
CANDIDATES
JOB POSTINGS (2)
CANDIDATE SEARCH
MARKET JOB

▼ Talent Pipeline
👤 View active candidates (2)
👤 View all candidates (3)

0  
Forwarded

0  
Invited To Apply

2  
New Applicant Review

0  
Short List

0  
Interviews ▼

0  
Reference Checks

0  
Successful Candidates

Candidates : View all candidates (3)

0 Selected
Action ▼

👁 Display Options
⏴ Filter Options

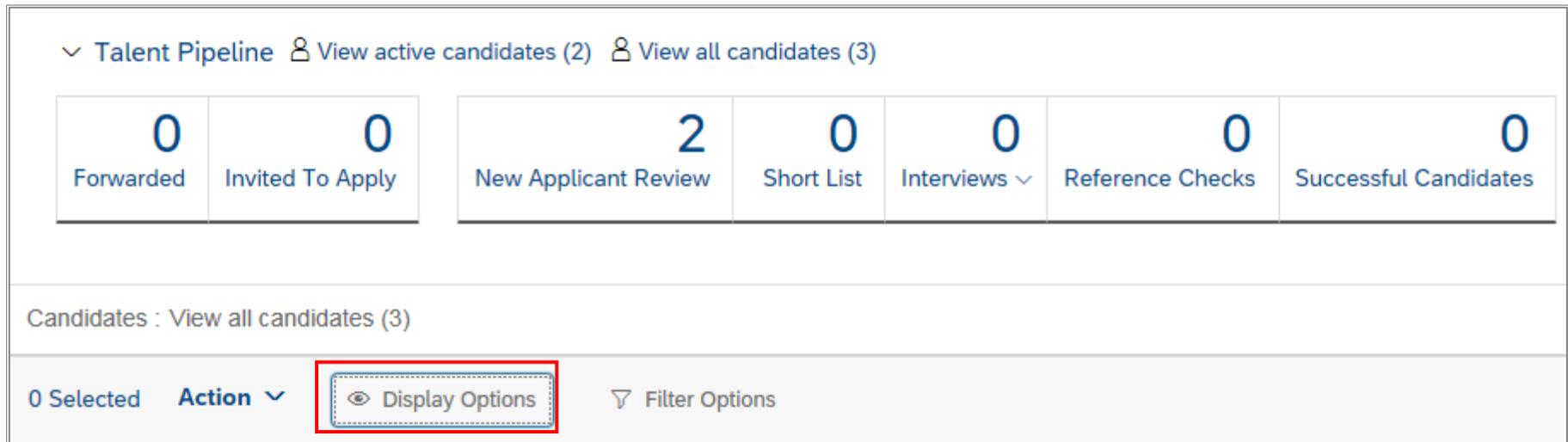
☐	☰	Name ↑	New	Status	Forwarded By	Candidate Type	Interview Result	Overdue Interviews	Source	Car Sou
☐	☰	👤 [Redacted]	New	New Applicant Review		Internal			Internal Site	Inter
☐	☰	👤 [Redacted]		New Applicant Review		Internal			Internal Site	Inter

## Manage Display Options

Use the Display Options function to show or hide the following candidate information columns:

Display Name	Information
<b>Forwarded By</b>	Name of the user that forwarded the candidate to the requisition.
<b>Forwarded from Requisition</b>	Requisition number from which the candidate was forwarded.
<b>Date Forwarded</b>	The date the candidate was forwarded to the requisition
<b>Rating</b>	Displays a value based on response(s) to weighted screening question(s). N/A appears if a screening question has not been added to the job requisition.
<b>Source</b>	Which careers site the candidate applied from (internal site, External site, Indeed).
<b>Candidate Source</b>	Type of profile used to apply (Internal site, external site, Indeed).
<b>Phone Number</b>	Phone number provided by candidate at time of application.
<b>Last Updated</b>	Date of last action taken on the job requisition.
<b>Redeployment Number</b>	Redeployment number provided by candidate at time of application.

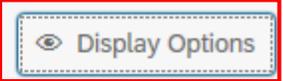
1. Click .



Talent Pipeline View active candidates (2) View all candidates (3)

0 Forwarded	0 Invited To Apply	2 New Applicant Review	0 Short List	0 Interviews	0 Reference Checks	0 Successful Candidates
----------------	-----------------------	---------------------------	-----------------	-----------------	-----------------------	----------------------------

Candidates : View all candidates (3)

0 Selected    Action        Filter Options

The *Display Options* pop-up window opens.

2. Click the checkboxes next to each item you want to display as a column. Click checkboxes already checked to uncheck them and hide those columns.
3. Click **Update Screen**.

Display Options

Use the options below to show or hide the columns in the table.

<input checked="" type="checkbox"/> Standard Fields	<input checked="" type="checkbox"/> Redeployment Number
<input checked="" type="checkbox"/> Rating	<input checked="" type="checkbox"/> Redeployment #
<input checked="" type="checkbox"/> Source	
<input checked="" type="checkbox"/> Candidate Source	
<input checked="" type="checkbox"/> Phone Number	
<input checked="" type="checkbox"/> Last Updated	

Freeze Options

No selection

Freeze the first column (candidate name)

Freeze table header

Cancel Update Screen



The screen displays information columns based on your selections.

In this example, the *Rating* column is added to display values for weighted screening questions from the job application. For example, a job requisition for a position that is designated bilingual contains a question on the application to identify if the applicant meets the French language requirements. A rating value of 100.0 indicates that the applicant meets 100% of the requirements for any weighted screening questions; a rating value of 0.0 indicates the applicant does not meet any of the requirements for any weighted screening questions. A value between 0 and 100 indicates responses to multiple weighted screening questions.

**Note:** This is different from *Disqualifier* screening questions. Applicants who provide an answer for a screening question on the job application that results in automatic disqualification from the competition (e.g. does not meet licensure/registration requirements), are automatically moved into the *Automatic Disqualified* segment.

### Admin Mgr - Training (4279)

[JOB REQUISITION DETAILS](#)  
 [JOB PROFILE](#)  
 [CANDIDATES](#)  
 [JOB POSTINGS \(2\)](#)  
 [CANDIDATE SEARCH](#)  
 [MARKET JOB](#)

▼ Talent Pipeline  
 🔗 View active candidates (2)  
 🔗 View all candidates (3)

0	0	2	0	0	0	0	0	0	1
Forwarded	Invited To Apply	New Applicant Review	Short List	Interviews ▼	Reference Checks	Successful Candidates	Do Not Proceed	Automatic Disqualified	

Candidates : View New Applicant Review (2)

0 Selected  
 Action ▼  
 Display Options  
 Filter Options

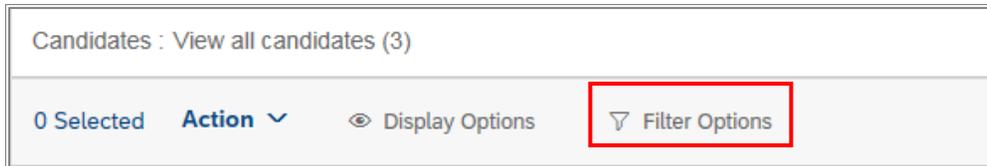
Name ↑	New	Status	Forwarded By	Candidate Type	Interview Result	Overdue Interviews	Rating	Source	Candidate Source
<input type="checkbox"/>	New	New Applicant Review		Internal			100.0	Internal Site	Internal Site
<input type="checkbox"/>	New	New Applicant Review		Internal			0.0	Internal Site	Internal Site

Items per page   
 Page  of 1

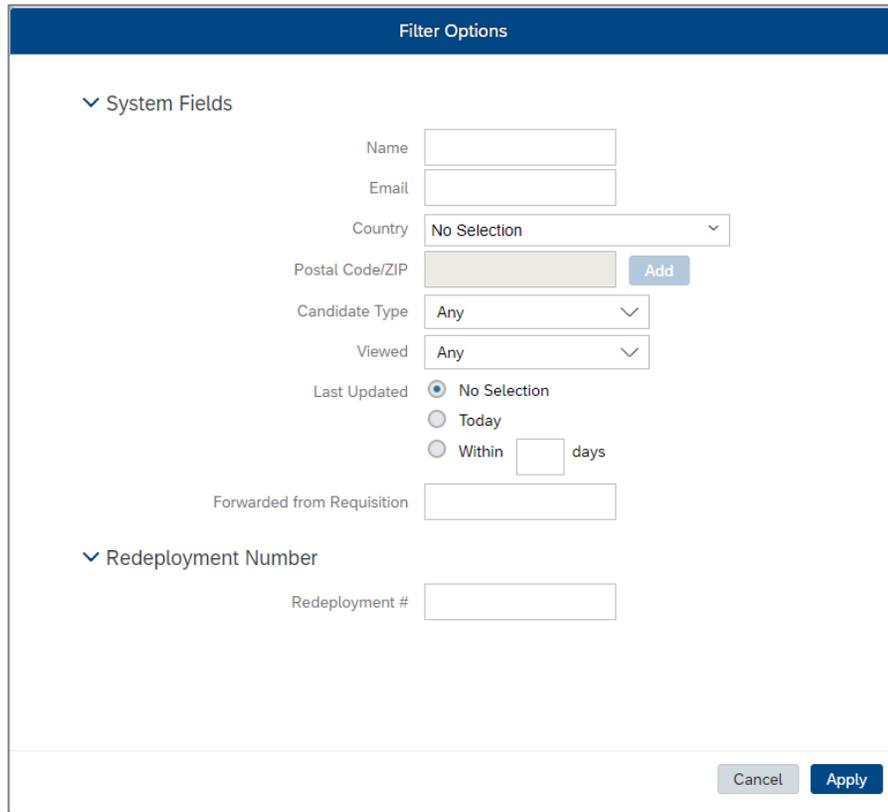
## Manage Filter Options

Use the Filter Options function to show or hide candidates based on specified criteria.

1. Click .



The *Filter Options* window appears.



**Filter Options**

System Fields

Name

Email

Country

Postal Code/ZIP

Candidate Type

Viewed

Last Updated  No Selection  
 Today  
 Within  days

Forwarded from Requisition

Redeployment Number

Redeployment #

2. Specify the desired filter options as follows and then click **Apply** to view the results.

- Click the **Candidate Type** drop-down to select **Internal** or **External**. If an employee creates an external candidate profile and submits an application, the employee will appear in external.

Candidate Type	Any	▼
Viewed	<input checked="" type="checkbox"/> Select all	
Last Updated	<input type="checkbox"/> External	
	<input type="checkbox"/> Agency	
	<input type="checkbox"/> Internal	

- Enter search criteria in the **Enter Keyword** field and select the **Name** or **Email** radio button to filter based on a keyword found in either the applicant name or email address.

Enter Keyword	<input type="text"/>
	<input checked="" type="radio"/> Name <input type="radio"/> Email

- Click the **Viewed** drop-down to select new candidates if you wish to view candidates you have not yet viewed, or select **Not New** to review candidates previously reviewed.

Viewed	Any	▼
	<input checked="" type="checkbox"/> Select all	
	<input type="checkbox"/> New	
	<input type="checkbox"/> Not New	

- Specify **Last Updated** criteria by selecting the **Today** radio button (view applicants received today), or the **Within** radio button and a number of days in the **days** field (view applicants received within a specified period).

Last Updated	<input checked="" type="radio"/> No Selection <input type="radio"/> Today <input type="radio"/> Within <input type="text"/> days
--------------	--

**Note:** Country criteria is not applicable.