

# Manage Job Requisitions List Options

## Overview

There are several options for filtering, sorting, and displaying your job requisitions on the Job Requisitions screen. You can use these options to display only the job requisitions you want to see listed in your display.

- [Filter Job Requisitions](#)
- [Manage Filter Options](#)
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## Filter Job Requisitions

Filter your job requisitions list based on their current statuses (e.g. pending approval, open, closed).

1. Click in the **Filter Job Requisitions** field and select a filter from the drop-down.

The screenshot shows the 'Job Requisitions' page in SuccessFactors. At the top, there is a navigation bar with 'Recruiting' and a search box. Below the navigation bar, there are tabs for 'Job Requisitions', 'Preferences', 'Candidates', 'Interview Central', and 'Interview Scheduling'. The main content area displays statistics: 1 Candidates Forwarded, 13 New Candidates, 1 Current External Requisitions, and 1 Current Internal Requisitions. An 'Average Days Open' bar chart shows 25 days. Below the statistics, there is a 'Filter Job Requisitions' field with a dropdown arrow highlighted by a red box. A red arrow points to the dropdown menu, which is open and shows the following options: 'All job requisitions', 'Job requisitions pending approval', 'Open Job Requisitions', 'Closed Job Requisitions', and 'Open and Pending Job Requisitions'. Below the filter field, there is a table with columns: 'Select', 'Job Title', 'Requisition ID', 'Org Chief', and 'HR Shared Services'. The first row of the table shows 'Nurse 2', '3402', and 'Eunice Armstrong'.



Once you select a filter, only those job requisitions will display in the list.

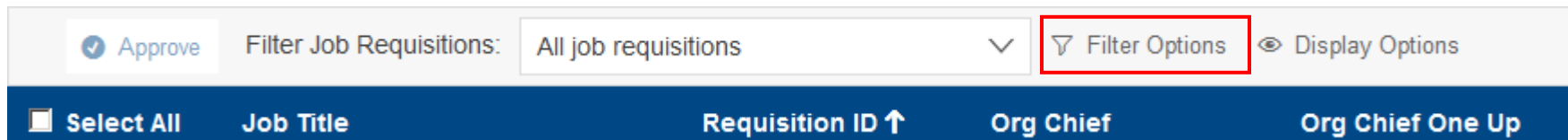
Refer to the table below for information about available filters.

Filter	Display
<b>All job requisitions</b>	All job requisitions associated with your SuccessFactors account (current and historical).
<b>Job requisitions pending approval</b>	Job requisitions that are awaiting confirmation and opening (approval) by HR Shared Services.
<b>Open Job Requisitions</b>	Job requisitions that have been confirmed and opened (approved) by HR Shared Services. The corresponding job posting is live, ended, and/or recruiting is in progress.
<b>Closed Job Requisitions</b>	<ul style="list-style-type: none"> <li>• Job requisitions for which all hiring activities have been completed in SuccessFactors and SAP.</li> <li>• Job requisitions for which the corresponding position vacancy was closed in SAP (e.g. as a result of the posting being cancelled).</li> </ul>
<b>Open and Pending Job Requisitions</b>	Displays job requisitions that fall into the <i>Job requisitions pending approval</i> and <i>Open Job Requisitions</i> rows above.

## Manage Filter Options

Use the Filter Options function to filter the displayed list of job requisitions based on specified criteria.

1. Click .



The *Filter Options* window appears.

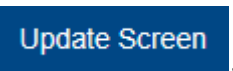
**Note:** If you have applied a job requisition filter, a *Job Requisition Status* drop-down will also appear at the top of the *Filter Options* window where you can adjust the selected status.

2. Select / enter information in one or more of the **Filter Options** fields to limit the job requisitions you see listed.

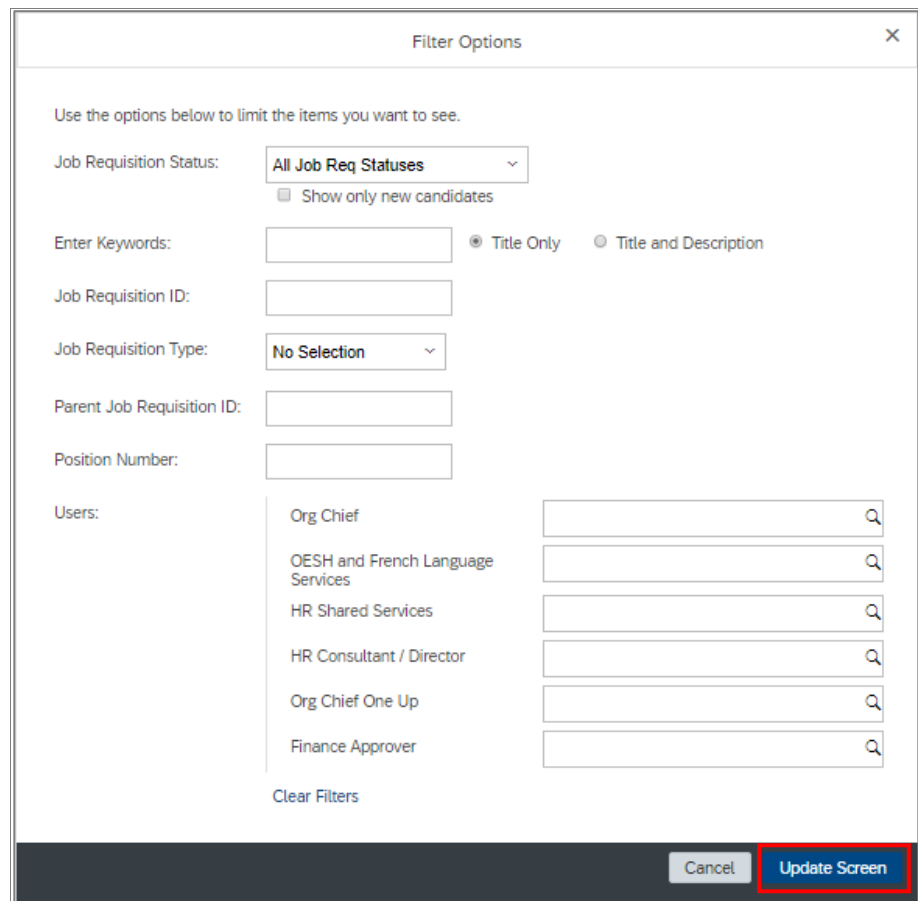
For example, if you enter *Nurse* in the *Enter Keywords* field, only job requisitions that contain the word *nurse* will be displayed in the list.

3. Select the **Title Only** or **Title and Description** radio button to search for keywords included only in the job title or in both the job title and description.

**Note:** The Job Requisition Type and Parent Job Requisition ID search fields are not used.

4. Click .

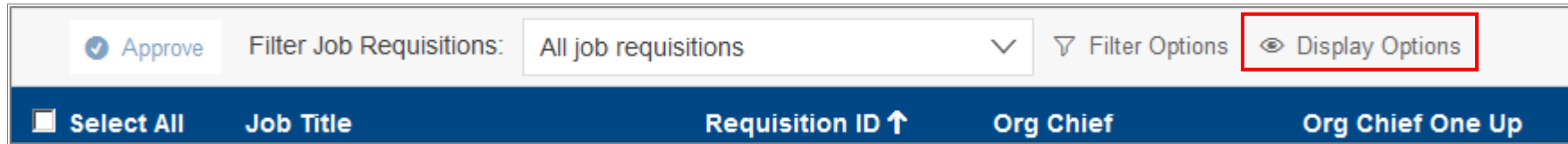
Only job requisitions that match your filter options will be displayed in the requisition list.



## Manage Display Options

Use the Display Options function to show or hide job requisition information columns.

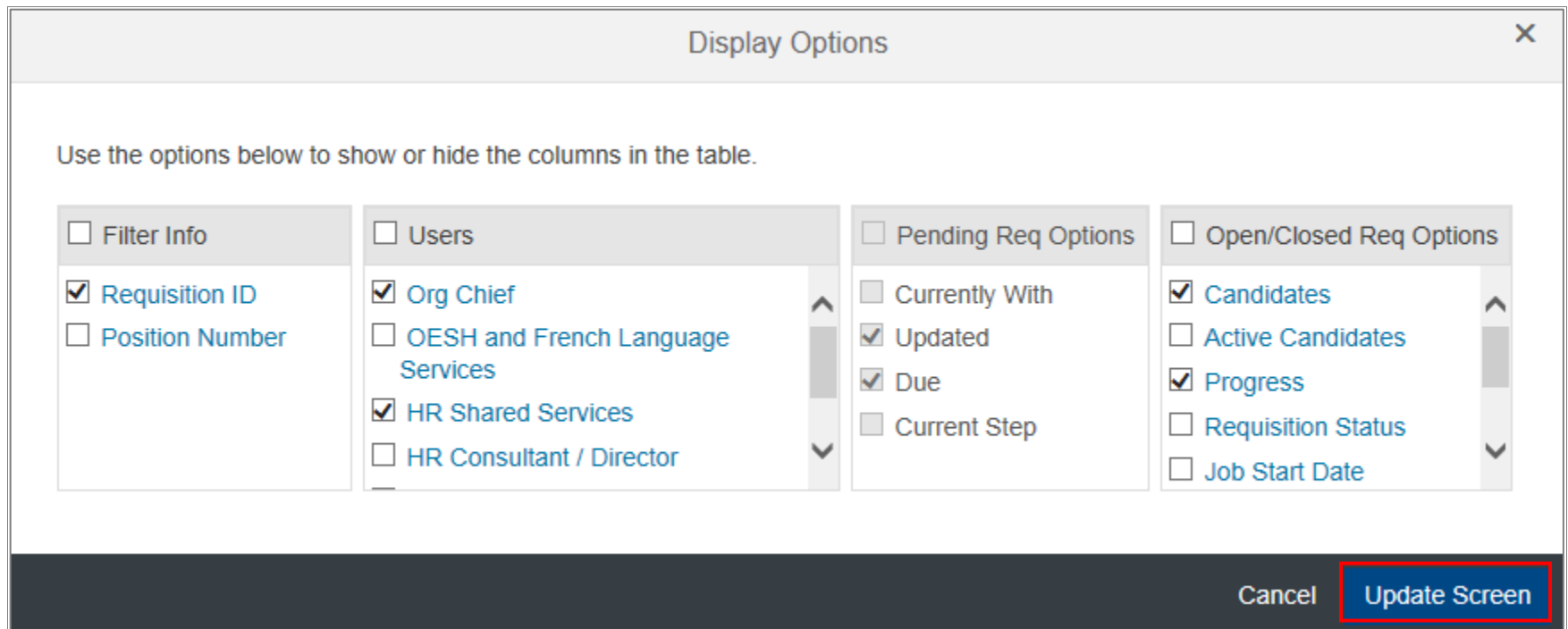
1. Click **Display Options**.



The *Display Options* window appears.

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 .



Refer to the following table for information about available display options.

Option	Information
<b>Filter Info</b>	
<b>Requisition ID</b>	SuccessFactors ID number assigned to the job requisition
<b>Position Number</b>	Not applicable at this time
<b>Users</b>	
<b>Org Chief</b>	Org Chief associated with the SAP position vacancy
<b>OESH and French Language Services</b>	OESH and FLS shared account ID associated with every job posting
<b>HR Shared Services</b>	HR Shared Services SuccessFactors account ID associated with the job posting
<b>HR Consultant / Director</b>	Not applicable at this time
<b>Org Chief One Up</b>	Org Chief's manager based on the organizational structure maintained in SAP
<b>Finance Approver</b>	Finance SuccessFactors account ID associated with the job requisition
<b>Pending Req Options</b>	
<b>Currently With</b>	Individual associated with the current step (e.g. HR Shared Services)
<b>Updated</b>	Last date the job requisition was updated during the process
<b>Due</b>	Not applicable at this time
<b>Current Step</b>	Current step (e.g. HR Shared Services)
<b>Open/Closed Req Options</b>	
<b>Candidates</b>	Number of candidates who have applied to the job posting
<b>Active Candidates</b>	Number of candidates who have applied to the job posting and who have not been excluded, disqualified, deleted, or withdrawn from consideration
<b>Progress</b>	Progress bar representing the Talent Pipeline recruiting progress (click to view visual)
<b>Requisition Status</b>	Current status of the job requisition (refer to <a href="#">Job Requisition Status Reference</a> )
<b>Job Start Date</b>	Date entered in the <i>Targeted Start Date</i> field in the job requisition
<b># Positions</b>	Number of positions associated with the job requisition
<b>Age(Days)</b>	Number of days since the job requisition was approved
<b>Job Postings</b>	Identifies whether a job posting(s) is active for the job requisition