

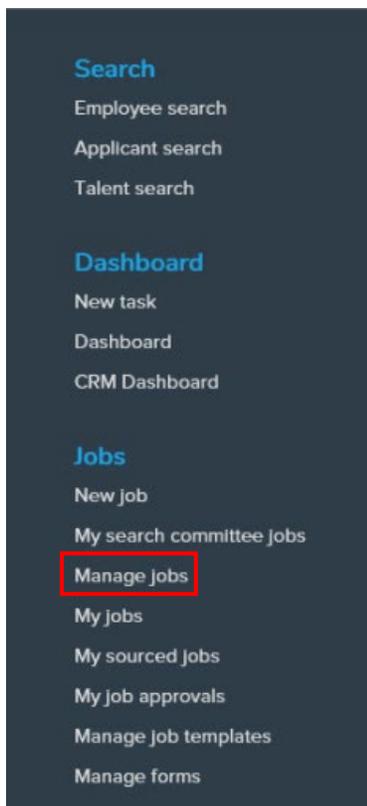
How to Filter and Sort My Job List?

This instruction guide supports the content found in the required course UF_PST098_OLT Careers at UF and is targeted to those serving as **Originators** in Careers at UF and who possess the security role of UF_N_JRQ Department Req Orig and those serving as **Approvers** and who possess the security role of UF_N_JRQ Department Req Appr.

The following are the sorting and filtering capabilities of the Careers at UF system.

Via the PageUp menu – (Originators, Approvers & Hiring Managers)

1. After logging into Careers at UF, click the **PageUp menu icon** in the upper, left corner.
2. Click the **Manage Jobs** link. This will display all the job requisitions created by all members of the Careers at UF team.



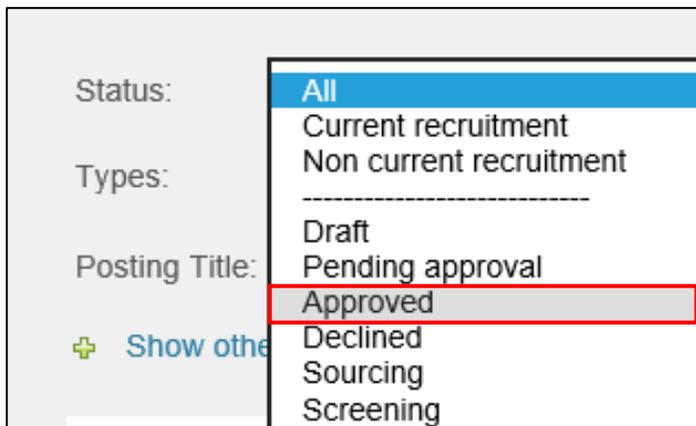
Note: Those who are listed as Hiring Managers for a job requisition can view specific requisitions via the My jobs or My sourced jobs links in the PageUp menu as well.

Filtering:

On the Manage jobs page, you can filter the listed requisitions by status or other criteria.

Filtering by Status:

1. Click the **Status drop-down** field.
2. Select the **job requisition status** desired.
3. Click **Search**.
4. Review filtered requisitions list as needed.



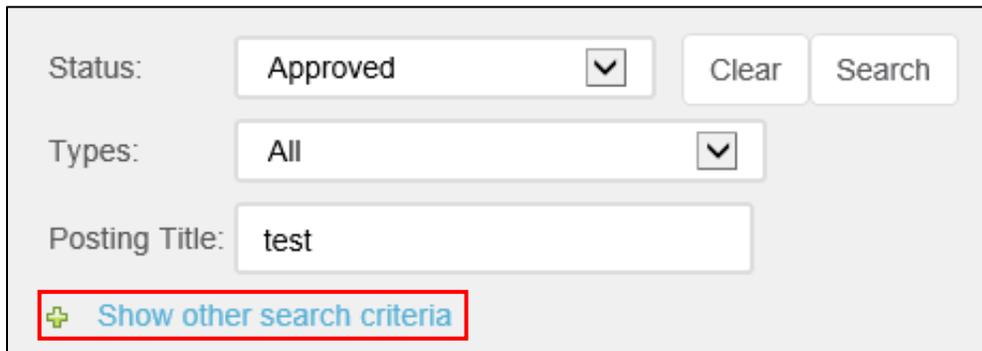
Available Statuses:

Draft: A job requisition that has not yet been submitted to the approval process	Pending Approval: State the job requisition is in until Approver and Core HR approves and sources the requisition
Approved: Automatic state for job requisitions that have successfully completed the approval process	Declined: Automatic state for job requisitions that were not approved by the Approver or Core HR
Sourcing: State when the requisition is posted on the UF job listing site. This status only displays when you are listed as the hiring manager or are the originator	On Hold: This status indicates the job requisition has been placed on hold and it is not actively moving forward with the recruitment process.

<p>Filled: When an applicant has been selected and accepted the job offer, Core HR will close the job requisition by moving it to a Filled status.</p>	<p>Cancelled: This status is when a job requisition is no longer being used for recruitment. Originators and Approvers can cancel a job prior to a job requisition entering the approval process. If a posted job requisition needs to be cancelled, you must contact Recruitment and Staffing.</p>
<p>Screening: This status is displayed on the dashboard when the job requisition is updated to Search Committee Successful</p>	<p>Interviewing: This status is displayed when the job requisition is updated to Interview/Interview Unsuccessful, Offer declined</p>
<p>Hiring Manager Review: The status used to signal a pool of applicants ready to be reviewed by hiring manager. This status is displayed on the Dashboard when the job requisition is updated to Hiring Manager Review/Successful/Unsuccessful</p>	<p>Offer: Status used when offer is extended to an applicant and/or is accepted</p>
<p>Reference Checking: Status used when applicant is going through a background check performed by Recruitment and Staffing. This status is displayed on the Dashboard when the job requisition is updated to Recommend for Hire or Background/Reference Check Unsuccessful</p>	

Filtering by Other Search Criteria

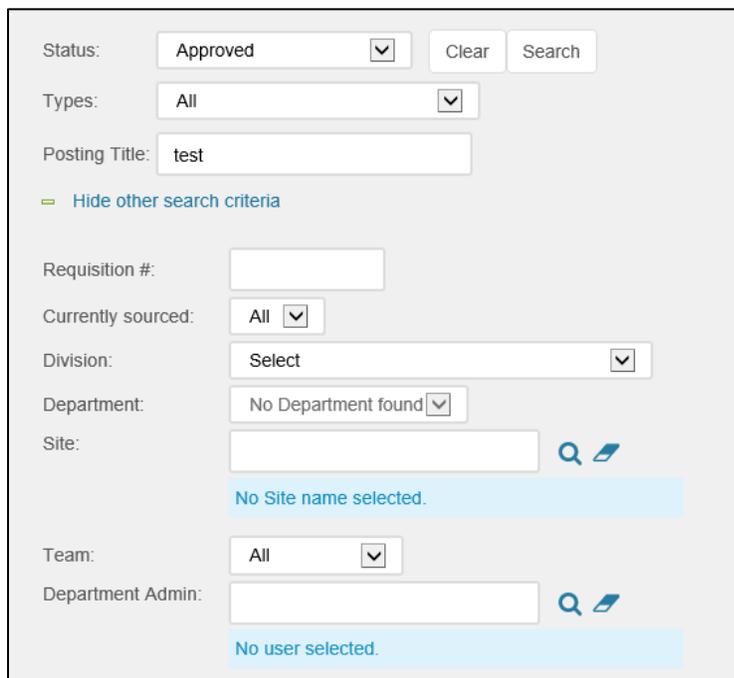
1. From the Manage Jobs page, click the **Show other search criteria** link.



A screenshot of a search filter interface. It includes three dropdown menus: 'Status' set to 'Approved', 'Types' set to 'All', and 'Posting Title' containing the text 'test'. To the right of the 'Status' dropdown are 'Clear' and 'Search' buttons. At the bottom left, a link with a plus icon and the text 'Show other search criteria' is highlighted with a red rectangular box.

2. Choose the **desired criteria**. Options include posting title, job number, sourced status, division, department, security team, department administrator, hiring manager and recruitment process.

Note: The more general the search, the larger the result set.



A screenshot of the search filter interface with expanded options. The top section is identical to the previous screenshot. Below it, a link with a minus icon and the text 'Hide other search criteria' is visible. The expanded section includes: 'Requisition #' (text input), 'Currently sourced:' (dropdown set to 'All'), 'Division:' (dropdown set to 'Select'), 'Department:' (dropdown set to 'No Department found'), 'Site:' (text input with a search icon and a blue message box below it that says 'No Site name selected.'), 'Team:' (dropdown set to 'All'), and 'Department Admin:' (text input with a search icon and a blue message box below it that says 'No user selected.').

3. Click the **Search** button.

Sorting:

All the columns on the Manage jobs screen are sortable and can be changed in width to accommodate your preference.

<input type="checkbox"/>	Job No.	Date created	User	Title	Division	Department	Status
<input type="checkbox"/>	512253	Sep 13, 2019	CS	** TEST** Academic Assistant II ** TEST**	COLLEGE-MEDICINE	29010805 - MD-MEDICAL EDUCATION	Approved
<input type="checkbox"/>	504985	Oct 9, 2017	MM	Administrative Spec III (Test)	COLLEGE-MEDICINE	29080000 - MD-PATHOLOGY	Approved
<input type="checkbox"/>	505258	Nov 1, 2017	CV	Test - Academic Assistant I	COLLEGE-MEDICINE	29010101 - MD-OFFICE OF DEAN-GE	Approved
<input type="checkbox"/>	505288	Nov 3, 2017	AS	Test - Postdoctoral Associate	COLLEGE-MEDICINE	29010000 - MD-COM DEAN'S OFFICE	Approved
<input type="checkbox"/>	505289	Nov 3, 2017	CV	Test - Research Administrator I (Part-Time)	COLLEGE-MEDICINE	29050800 - MD-INFECTIOUS DISEASE	Approved

1. Click the **column header** you wish to sort by

Note: Initial sort order will be in ascending order.

2. Click the **column** again to sort in descending order.

Additional Help

Further resources may be found in the [Careers at UF Toolkit](#).

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with policies and directives, contact Talent Acquisition & Onboarding at 392-392-2477.