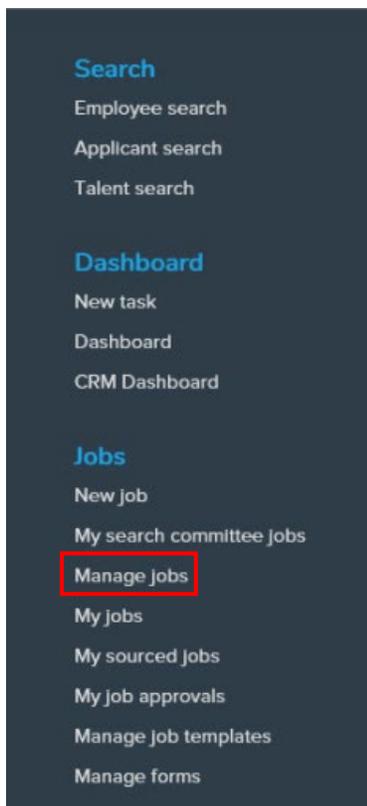# How to Filter and Sort <u>My Job</u> List?

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.
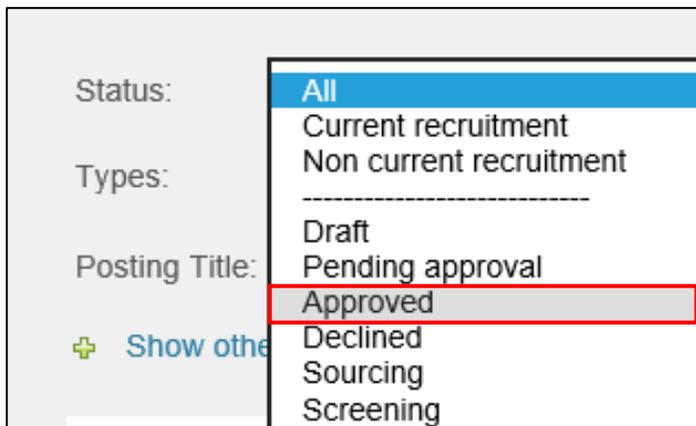
Search
Employee search
Applicant search
Talent search

Dashboard
New task
Dashboard
CRM Dashboard

Jobs
New job
My search committee jobs
Manage jobs
My jobs
My sourced jobs
My job approvals
Manage job templates
Manage forms

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.

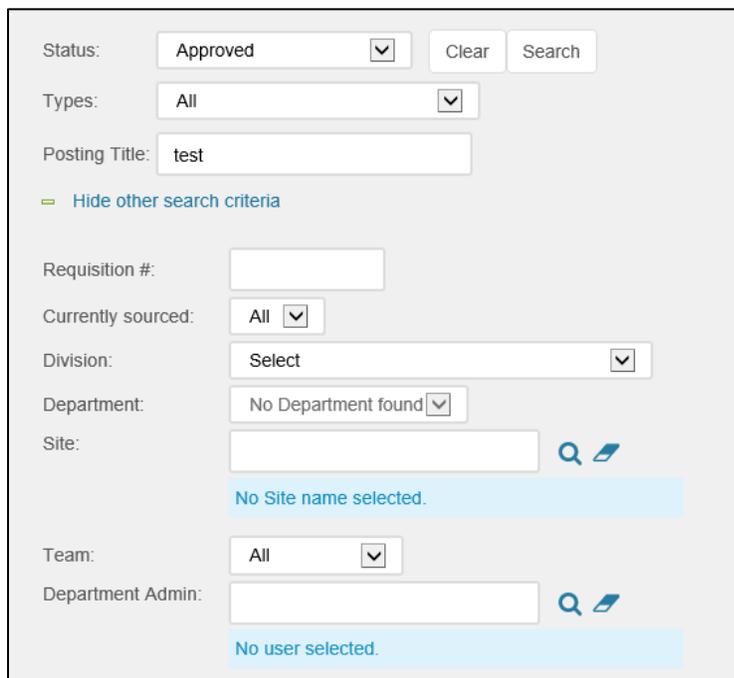|	
Filled: When an applicant has been selected and accepted the job offer, Core HR will close the job requisition by moving it to a Filled status.	**Cancelled**: This status is when a job requisition is no longer being used for recruitment. Originators and Approvers can cancel a job prior to a job requisition entering the approval process. If a posted job requisition needs to be cancelled, you must contact Recruitment and Staffing.
Screening: This status is displayed on the dashboard when the job requisition is updated to Search Committee Successful	**Interviewing**: This status is displayed when the job requisition is updated to Interview/Interview Unsuccessful, Offer declined
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	**Offer**: Status used when offer is extended to an applicant and/or is accepted
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	

Filtering by Other Search Criteria

1. From the Manage Jobs page, click the **Show other search criteria** link.
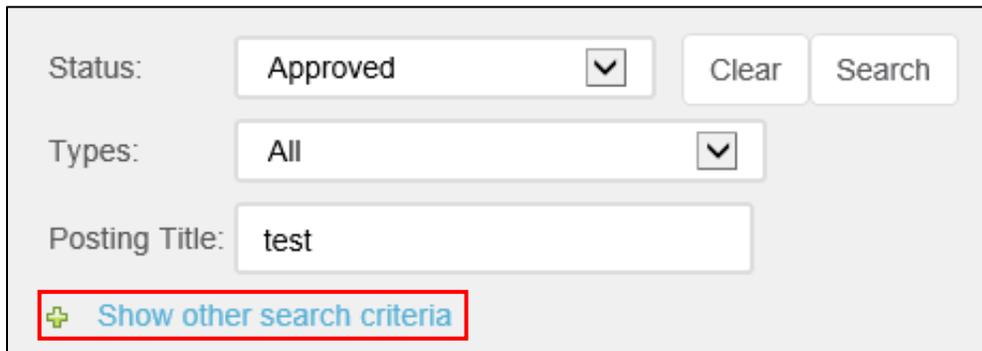
2. Choose the **desired criteria**. Options include posting title, job number, sourced status, division, department, security team, department administrator, hiring manager and recruitment process.

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

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.

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.