

# NEW AP RECRUIT FILTERS AND COLUMNS SETTINGS

September 21, 2017

## Recruitments

### OLD LAYOUT

Previously, all filters were found on the left side of the Recruitments page. There were **8 filter categories** you used to customize your list of recruitments, and the **Change columns** button was located at the top left side of the screen.

The screenshot shows the Berkeley Recruitments interface. On the left, there are 8 filter categories: 1. Submission Dates (Pending, Open, Closed but not Final, Final and Closed), 2. Dates (Open Date, Close Date, Final Date), 3. Academic Year (2017-2018, 2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013, 2011-2012), 4. Recruitment Type (Online, Basic), 5. Hiring Type (Tenured / SOE, Other Academic Positions), 6. Senate / Non-Senate (Senate, Non-Senate), 7. Conclusion (Not yet concluded, Candidates hired, No candidates hired, No candidates proposed, Canceled, Other, Inactive), and 8. Other (Has Applicants). At the top left, the 'Change Columns' button is circled in orange. The main table displays recruitment entries with columns for JP #, Concluded, Search Status, Name, Department, and Submission Dates. A search bar at the top right contains the text 'Name, JP#, Salary control #, etc.' and a 'Search' button.

JP #	Concluded	Search Status	Name	Department	Submission Dates
JF10017	No	SEARCHING	2017-2018 APB Customer - Material Processing, Structure Properties of Characterization - Material Science and Engineering	Material Science & Engineering	Final and Closed 9/12/2017 - 9/12/2017 Last Modified Date: May 23rd, 2018
JF10018	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10019	No	SEARCHING	2	Human Resources	Final and Closed 9/12/2017 - 9/12/2017
JF10020	No	SEARCHING	2	Human Resources	Final and Closed 9/12/2017 - 9/12/2017
JF10021	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10022	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10023	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10024	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10025	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10026	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10027	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10028	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10029	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10030	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10031	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10032	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10033	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10034	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10035	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10036	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10037	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10038	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10039	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017
JF10040	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/12/2017 - 9/12/2017

## NEW LAYOUT

On the new layout, the filters can be found at the top of the workspace within the new Workspace Ribbon. Click the **Edit workspace** button to customize your columns and filters.

The screenshot shows the Berkeley Recruit interface. At the top, there is a navigation bar with 'Berkeley Recruit' and various menu items like 'Recruitments', 'Walters', 'Exemptions', 'Approvals', 'Admin', 'Reports', and 'Help'. Below this, the 'Recruitments' workspace is visible. A search bar at the top right contains the text 'Name, JP#, Salary control #, etc'. Below the search bar, there is a ribbon with 'Default workspace' and 'Conclusion: Not yet concluded'. The 'Edit workspace' button is circled in red.

JP #	Search Status	Name	Department	Submission Dates
JP#00001	Open	Assistant Professor Service Search	Department: UC	Final and Closed 11/1/2014 - 11/1/2017
JP#00002	Open	Assistant Professor Service Search	Department: UC	Final and Closed 11/1/2014 - 11/1/2017
JP#00003	Open	Assistant Professor Service Search	Department: UC	Final and Closed 11/1/2014 - 11/1/2017
JP#00004	Open	Assistant Professor Service Search	Department: UC	Final and Closed 11/1/2014 - 11/1/2017
JP#00005	Open	Assistant Professor Service Search	Department: UC	Final and Closed 11/1/2014 - 11/1/2017
JP#00006	Open	Assistant Professor Service Search	Department: UC	Final and Closed 11/1/2014 - 11/1/2017
JP#00007	Open	Assistant Professor Service Search	Department: UC	Final and Closed 11/1/2014 - 11/1/2017
JP#00008	Open	Assistant Professor Service Search	Department: UC	Final and Closed 11/1/2014 - 11/1/2017

Within **Edit workspace** you will find the **8 filters** you are familiar with, and the new **Column** editor. Add or remove filters to customize your workspace with the plus or remove symbol.

The screenshot shows the 'Edit workspace' dialog box. The 'Filters' and 'Columns' tabs are visible at the top. The 'Columns' tab is selected and circled in orange. Below the tabs, there is a search bar for filters. A list of filters is shown, numbered 1 through 8. The 'Columns' tab is selected, and the 'Filters' tab is also visible. The 'Columns' tab is circled in orange.

1 + Submission dates

2 + Open date

3 + Close date

+ Final date

+ Academic year

4 + Recruitment type

5 + Hiring type

6 + Senate / Non-senate

7 + Conclusion

8 + Applicants

Use default filters

Save changes Cancel

Click the column tab in the workspace editor to customize your columns. To add a column to your workspace, drag it from the **Hidden** section to the **Shown** section. To remove a column from your workspace, drag it from the **Shown** section to the **Hidden** section. You can also drag columns to rearrange the order they appear.

After setting your workspace click **Save changes** at the bottom of the workspace editor.

Notice the ribbon at the top of the Recruitments page indicates which filters are active. Click on any filter on the ribbon to quickly update or remove it.

# Applicants

## OLD LAYOUT

Similar to the Recruitments page, all filters were previously found on the left side of the Applicants page. For Initial Review Date recruitments with specializations, there were **6 filter categories** you could use to customize your list of applicants. The **Change columns** button was located at the top left side of the screen.

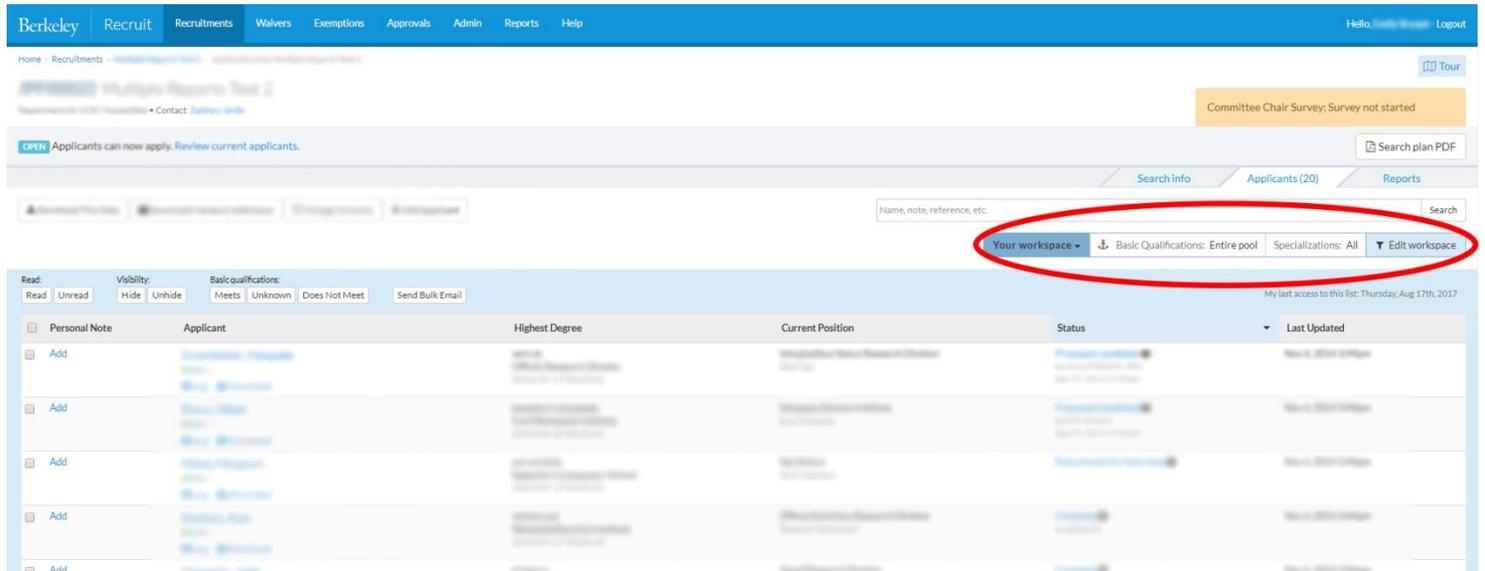
The screenshot displays the Berkeley Recruit Applicants interface. The top navigation bar includes 'Berkeley Recruit', 'Recruitments', 'Waivers', 'Exemptions', 'Approvals', 'Admin', 'Reports', and 'Help'. The main content area shows a search bar and a table of applicants. On the left side, there are six filter categories:

- 1** Qualified
- 2** Show  Hidden (0)
- 3** Status
  - Not complete
  - Complete
  - Withdrawn
  - Interviewed
  - Proposed candidate
  - Hired
- 4** Review window
  - December 30th, 2017
  - Final date
- 5** Specializations UNCHECK ALL
  - No specializations
  - Specialization 1
  - Specialization 2
  - Specialization 3
- 6** Dates
  - Last updated
  - Applied on
  - Completed date

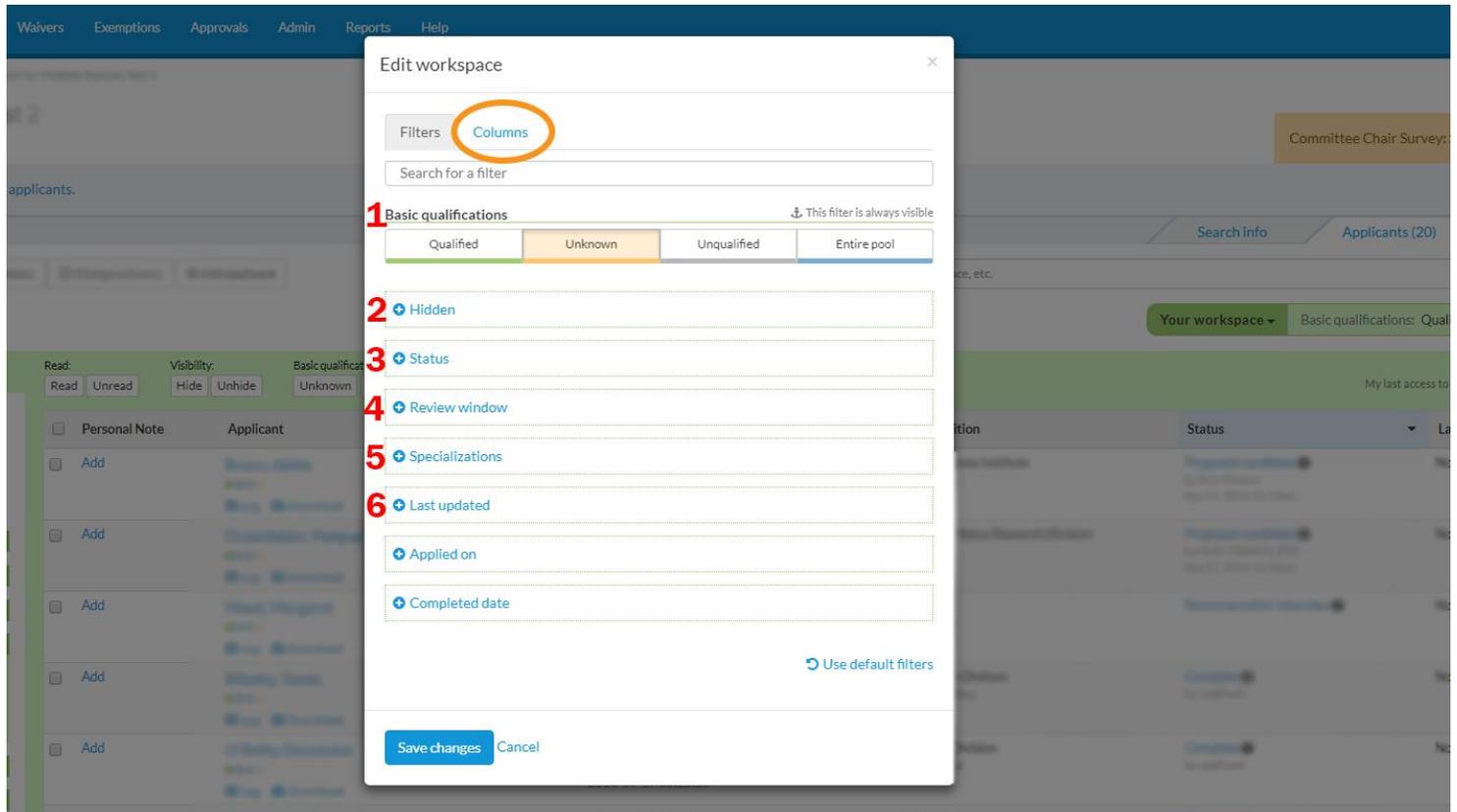
The table of applicants has the following columns: Read (Read, Unread), visibility (Hide, Unhide), Basic qualifications (Meets, Unknown, Does Not Meet), Send Bulk Email, Personal Note, Add, Basic Qualifications, Flags, Applicant, Highest Degree, Current Position, Status, Last Updated, and Reviewer Comments. A red circle highlights the 'Change Columns' button in the top left corner of the table area.

## NEW LAYOUT

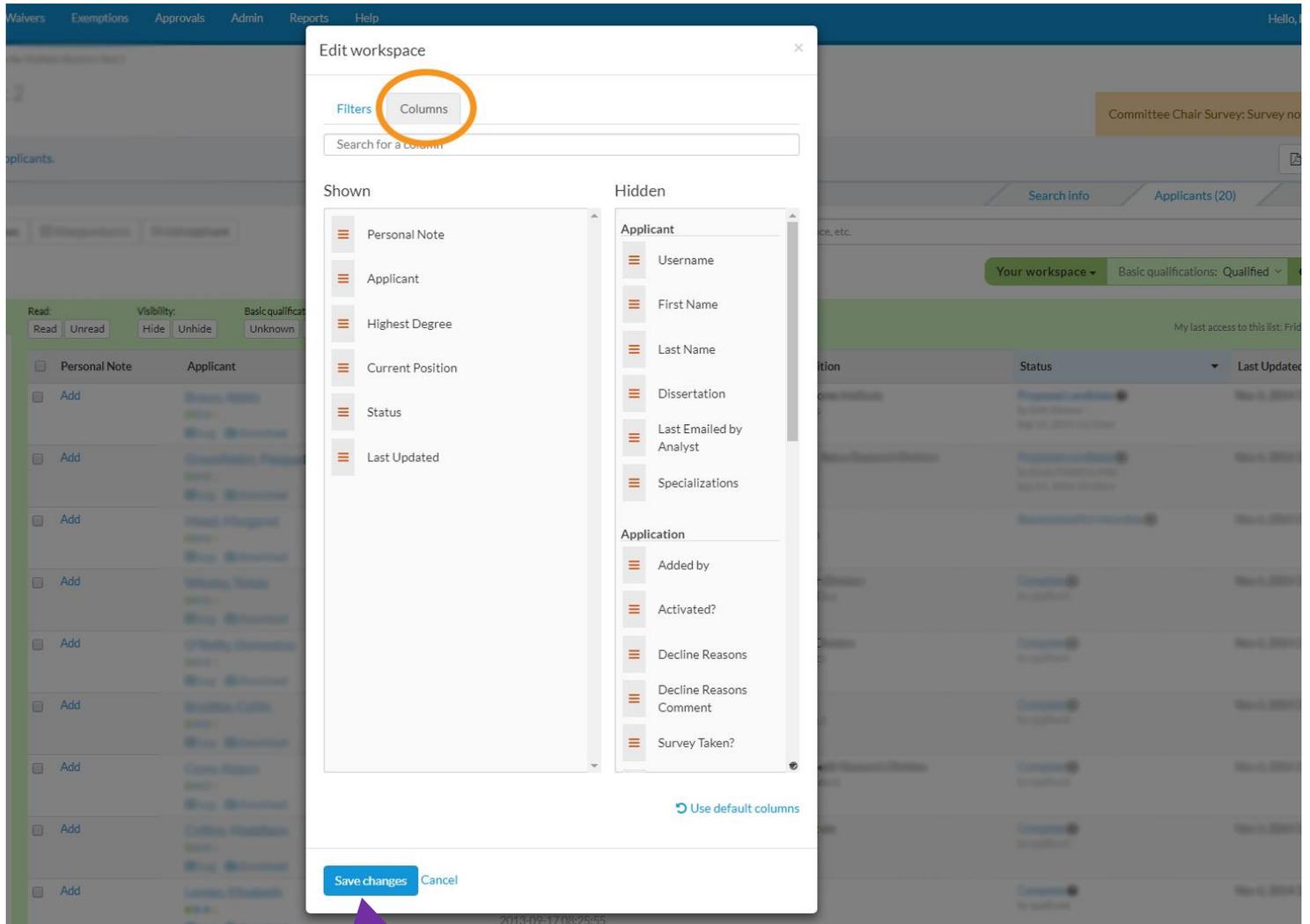
On the new layout, the filters can be found at the top of the workspace within the new Workspace Ribbon. Click the **Edit workspace** button to customize your columns and filters.



Within **Edit workspace** you will find the **6 filters** you are familiar with, and the new **Columns** editor. Add or remove filters to customize your workspace with the plus or remove symbol.

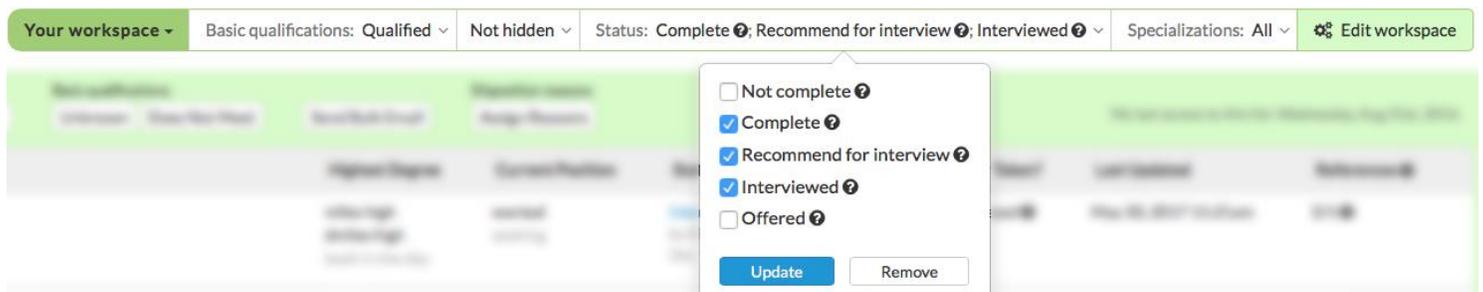


Changing columns on the Applicants page works the same way as with the Recruitments page. Click the **Columns** tab in the workspace editor to customize your columns. To add a column to your workspace, drag it from the **Hidden** section to the **Shown** section. To remove a column from your workspace, drag it from the **Shown** section to the **Hidden** section. Drag columns to rearrange the order they appear.



As a reminder, don't forget to **Save changes** after editing your workspace.

After setting your workspace, the ribbon at the top of the Applicants page indicates what filters are active. Click on any filter on the ribbon to make quick updates.



## Approvals, Waivers, & Exemptions

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The filters and columns features for Approvals, Waivers, and Exemptions work the same as for Recruitments and Applicants. Find the active filters in the workspace ribbon at the top of the page and use **Edit Workspace** to customize your filters and columns.