

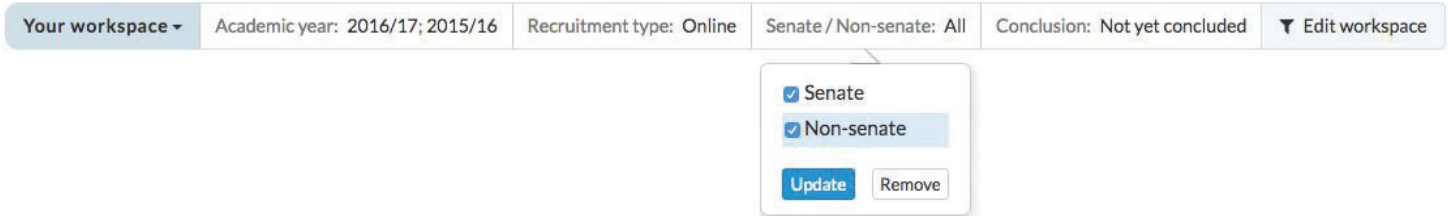
How to use Recruit's Workspace Ribbon

Use the **workspace ribbon** to fine-tune your list of recruitments, applicants, waivers, exemptions, or approvals.

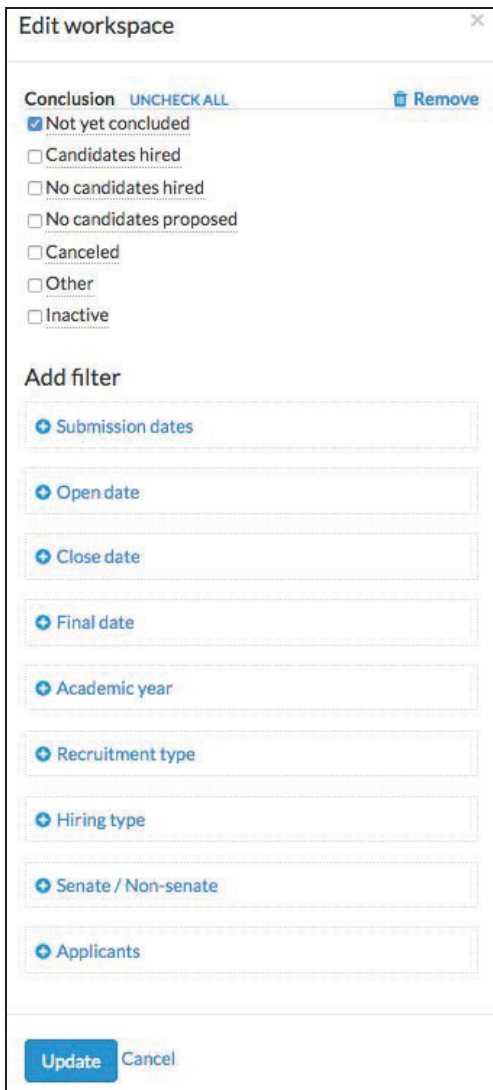
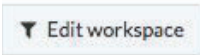
Your filters will persist and Recruit saves your filters to a "workspace". That means they are saved when you log out of Recruit and as you move about Recruit's pages while logged in.

Using the workspace ribbon for recruitments

In the middle of the ribbon, you'll see which filters are active. You can click on any filter to quickly update it:



Use the **Edit workspace** button to add or subtract filters. Click the plus symbol **+** or the **Remove** symbol.



Conclusion: A default filter *shown only to analysts and admins* to help locate recruitments based on the outcome of concluded searches.

Submission dates: This filter displays recruitments that are still pending, open, closed, or final.

Open date, Close date, Final date: Use these filters to zero in on recruitments based on the date ranges that you set.

Academic year: This filter will display all recruitments by their academic year.

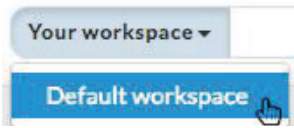
Recruitment type: This filter lets you display only recruitments that have been configured for online applicants or only basic recruitments.

Hiring type: Use this filter when you want separate recruitments with tenured vs. non-tenured title codes.

Senate/Non-senate: Filter recruitments for strictly senate level or non-senate level.

Applicants: Filter recruitments with applicants vs. those without.

On the left of the ribbon you can reset your filters with a click. This will remove the filters you have set and return you to the default workspace.

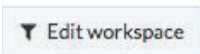


Using the workspace ribbon for applicants

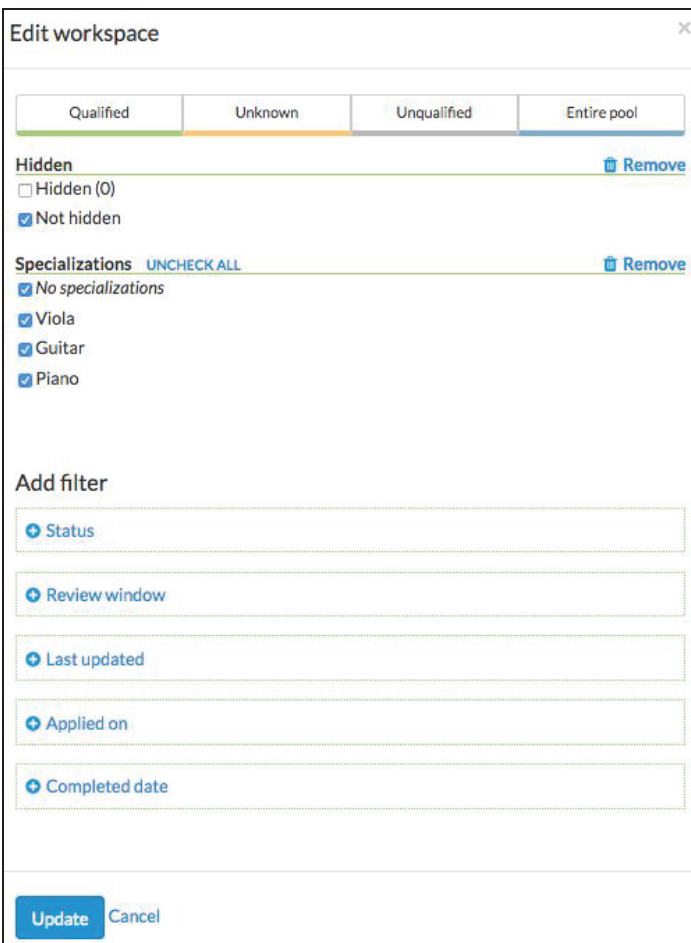
Filters for the applicant list works the same as for recruitments. In the middle of the ribbon, you'll see which filters are active. Click on any filter to quickly update it:



To add or subtract filters, use the **Edit workspace** button.



To add more filters, click the plus symbol **+** To remove filters, click **Remove**



Basic qualifications: Filter applicants by Qualified, Unqualified, Unknown, or Entire pool. This filter is always “on” but you decide which grouping you want to see. “Qualified” is the default view.

Hidden: A default filter **shown only to analysts, editors, and committee chairs and admins** to show which applicants are hidden from reviewers. “Not hidden” is the default view.

Specializations: Use this filter to display particular applicants based on their self-selected specializations. On by default.

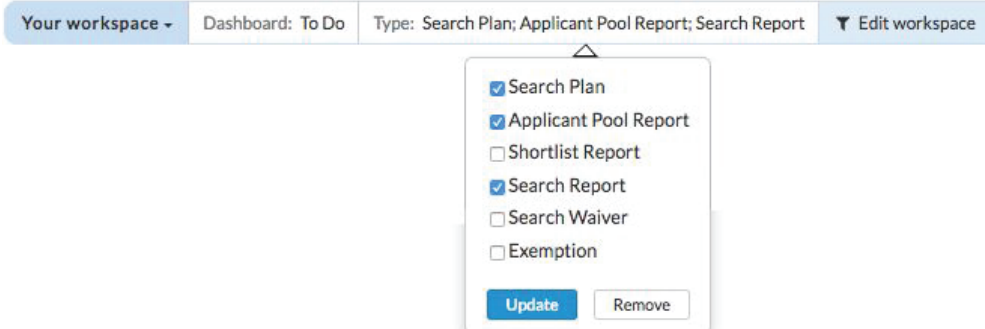
Status: This filter allows you to pick and choose which applicants to display based on the applicant’s various statuses. This filter always shows and can’t be removed from the ribbon.

Review window: (available only for IRD recruitments): Display the applicants who applied within a review window.

Last updated, Applied on, or Completed date: Use these filters to zero in on those recruitments based on the date ranges that you set.

Using the workspace ribbon for approvals

Filters for the approvals page works the same as for recruitments or applicants. In the middle of the ribbon, you'll see which filters are active. Click on any filter to quickly update it:



Using the workspace ribbon for waivers and exemptions

No surprise, the filters for waivers and exemptions work the same as for recruitments, applicants, and approvals.

Touring the new workspace ribbon

Recruit detects when a user first visits a page with the filter ribbon and loads a quick tour. Recruit then marks the user as having taken the tour and they're not bothered with it again. Users can retake the tour with click of a button whenever they like.



Why this change?

The end-goal is to allow users to create customized reports from the vast amount of data living in Recruit but this means changing how filters, columns, and sorting works. The new ribbon will host many new filter options to allow for more specialized reporting capabilities. Look for more incremental changes in the coming months!