
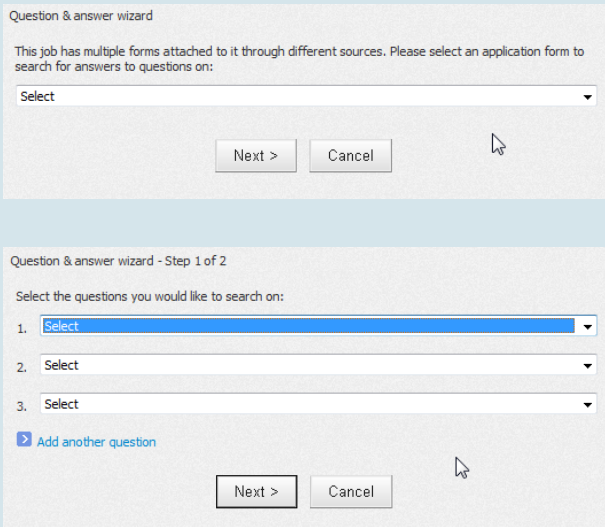
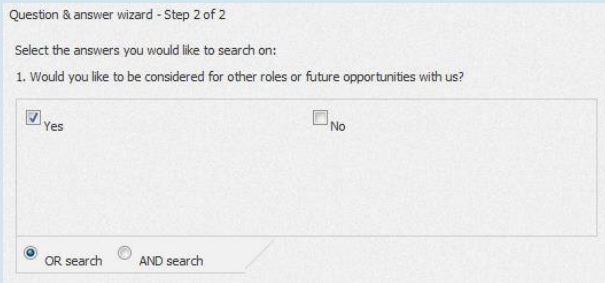
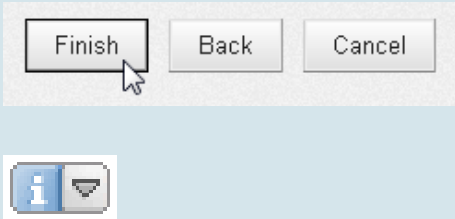




Quick Reference Guide – Search by answers to questions

What you need to do	What you will see
<p>STEP 1: Go to Manage applications</p> <p>Navigate to the Manage applications page and view the list of applicants that you need to shortlist.</p> <p>The Search by answers to questions tool can help you to create a shortlist of applicants who have applied to a specific job.</p> <p>Click Search by answers to questions in the top left hand corner of the page.</p>	
<p>STEP 2: Select the questions on which you would like to search</p> <p>Select the questions on which you would like to search your applicants.</p> <p>The questions in the dropdown list are the custom questions (questions on the application form that have been designed by your organization).</p> <p>You can search on as many or as few questions as you like. The more questions you select, the narrower your search will be. The fewer questions you select, the wider your search will be. Click Next.</p>	
<p>STEP 3: Select the response(s) for which you are searching</p> <p>Use the checkboxes to select the response(s) for which you are searching.</p> <p>If you select Response A and B and select OR search, you will find applicants who have selected Response A OR Response B (you are widening your search).</p> <p>If you select Response A and Response B and select AND search, you will find applicants who have selected Response A AND Response B (you are narrowing your search).</p>	
<p>STEP 4: Finish your search and review your results</p> <p>Click Finish when you have selected the responses on which you would like to search.</p> <p>Click Back if you would like to change the questions on which you are searching.</p> <p>After you click Finish, the applicants who meet your criteria are listed.</p>	



To view all applicants again, click the 'i' button next to the job title and click **View all applications**.