

Quick Reference Guide - Search by answers to questions

What you need to do What you will see STEP 1:Go to Manage applications Navigate to the **Manage applications** page and view the list of applicants that you need to shortlist. The Search by answers to questions tool New applicant | Search by answers to questions | Merge applicants | can help you to create a shortlist of applicants who have applied to a specific job. Click Search by answers to questions in the top left hand corner of the page. This job has multiple forms attached to it through different sources. Please select an application form to STEP 2: Select the questions on which you would like to search Select the questions on which you would Dr. Cancel like to search your applicants. The questions in the dropdown list are the custom questions (questions on the Question & answer wizard - Step 1 of 2 application form that have been designed by Select the questions you would like to search on: your organization). You can search on as many or as few 2. Select questions as you like. The more questions you select, the narrower your search will be. 3 Select The fewer questions you select, the wider Add another question vour search will be. Click Next. 2 Next > Cancel STEP 3: Select the response(s) for which you are searching Question & answer wizard - Step 2 of 2 Use the checkboxes to select the response(s) for which you are searching. Select the answers you would like to search on: 1. Would you like to be considered for other roles or future opportunities with us? 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). If you select Response A and Response B and select AND search, you will find OR search AND search applicants who have selected Response A AND Response B (you are narrowing your search). STEP 4: Finish your search and review your results Cancel Click Finish when you have selected the Finish Back responses on which you would like to search. Click Back if you would like to change the questions on which you are searching.

After you click Finish, the applicants who

meet your criteria are listed.



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