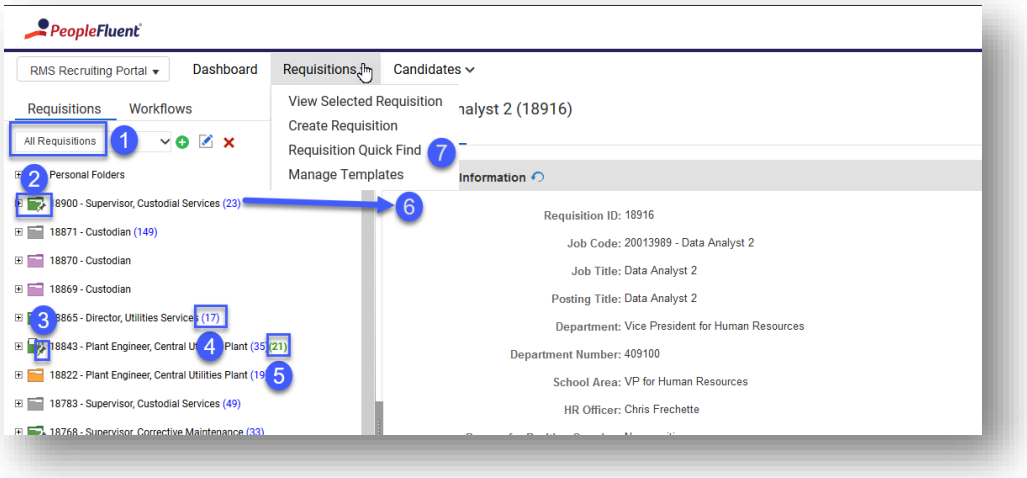
# How to Find and View a Requisition

The following guide is intended for Hiring Managers using the PeopleFluent Applicant Tracking System (ATS) to find and view requisitions.




A list of the requisitions that you are assigned to can be seen on the left side of the ATS.

**Requisition Filter (1)** - Used to view requisitions matching a specific criteria, such as all "Open" requisitions. Click the green plus sign to create a custom filter. (For more info, see *How to Create Additional Requisition Filters* found at https://hr.mit.edu/managers/hiring/ats)

**Requisition Status (2)** - The requisition status is indicated by the folder color.

| Open | Filled | Pending | On Hold |
|---|---|---|---|
| Green | Blue | Orange | Gray |

**Posted Jobs (3)** - The pushpin icon on top of the folder indicates that the requisition is currently posted to MIT's Career Portal.

**Number of Applicants (4)** - The blue number in parentheses indicates the total number of applicants in this requisition.

**Recent Applicants (5)** - The green number in parentheses indicates the number of applicants who have applied within the past 24 hours.

**Requisition Information (6)** - Click on the Posting Title to view the requisition information, job details and contact information.

**Requisition Quick Find (7)** – To look for a requisition by the requisition ID (5 digit number), click the Requisitions menu and choose Requsition Quick Find.

## Get Help

| | |
|---|---|
| More information | https://hr.mit.edu/managers/hiring/ats |
| Applicant Tracking System Tech Support | ATS-Help@mit.edu |
| Staffing Assistance | talentacquisition@mit.edu |