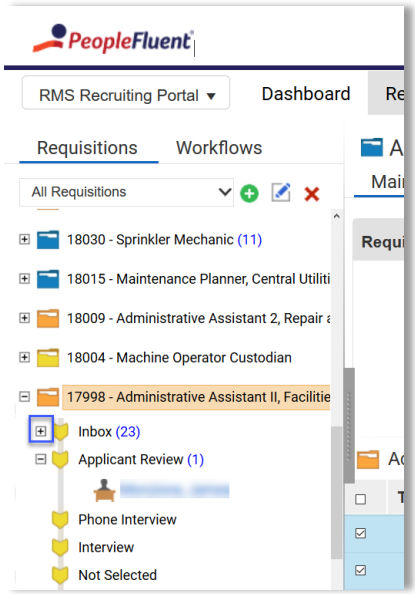
How to View and Search Candidates

The following guide is intended for hiring managers using the PeopleFluent Applicant Tracking System (ATS) to view and search candidates.



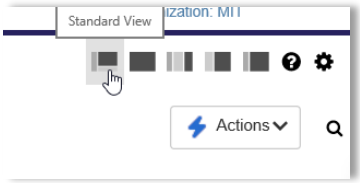
Candidates will appear in the **Inbox** folder once they apply to a position.

Click on the ⊞ next to the Inbox folder to expand the list of candidates in the requisition list. (See screenshot)

Click on the Inbox (or any other folder), and the **Candidate List** will appear containing the full list of applicants who are currently at that step.

Configurable Layouts

Found at the top right hand corner, you have the option to change your layout.



Candidate List The candidate list provides a summary view of the candidates. The table can be sorted and configured to display additional information.

Act on Multiple Candidates at Once (1) Using the checkboxes, you can drag multiple candidates to a new folder or perform various actions on candidates at the same time.

Add/Remove Columns and Filter Candidates (2) – To open the menu, click on the 3 stacked dots

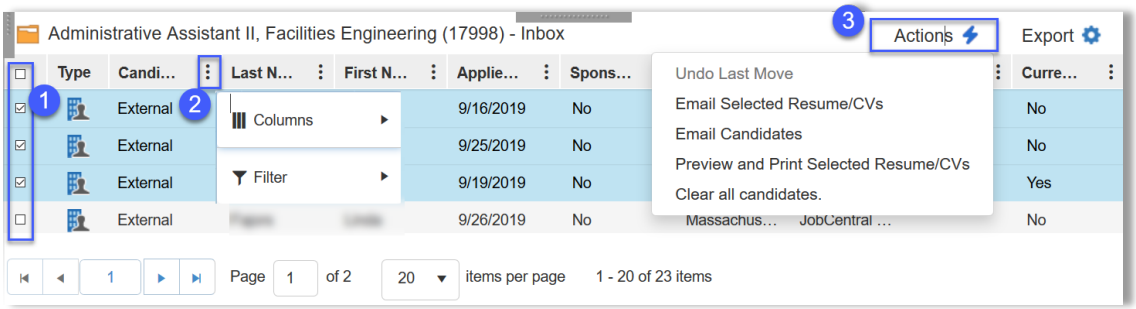
Perform Actions on Candidates (3)

Email Selected Resume/CVs – Opens a draft email with the resumes belonging to the checked off candidates attached to the email.

Email Candidates – Opens a draft email with the checked off candidates in the Bcc field. The email will be sent from your email address, and not a generic MIT email address.

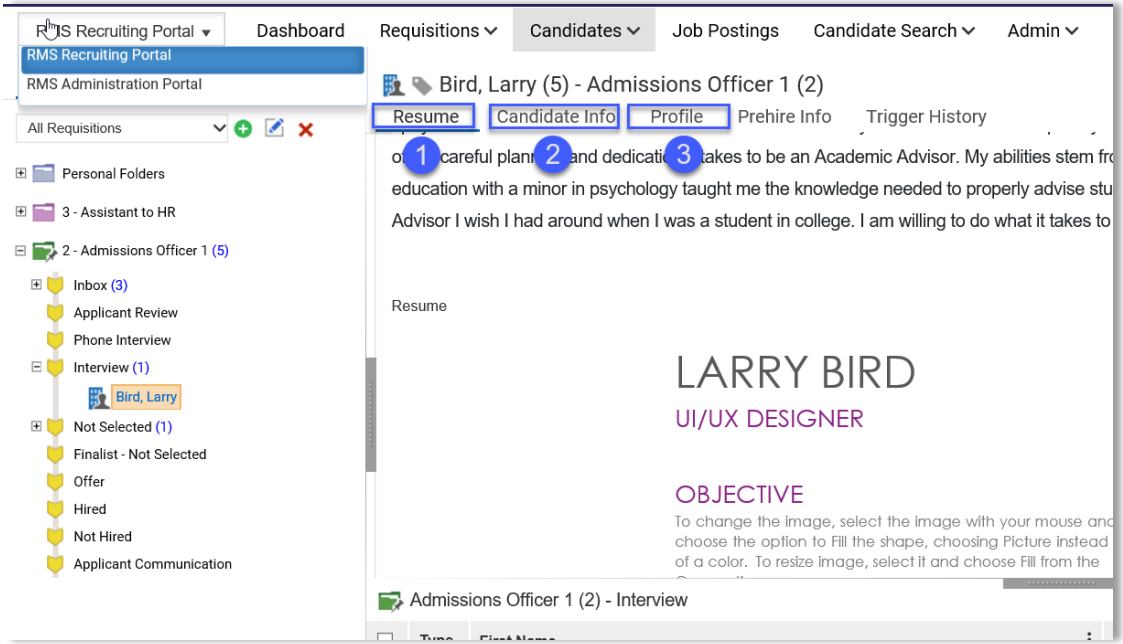
Preview and Print Selected Resume/CVs – Opens a new window displaying the checked off candidates' resumes and cover letters allowing you to print or save the documents to PDF.

Candidate Source Icons	
External applicant	
Internal applicant	
Self-identified as an employee referral	

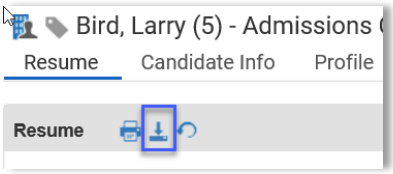


View Candidate Details

Click on a candidate's name to view the details of their application. Each tab contains different data.



Resume (1) This tab shows an applicant's cover letter (if the applicant submitted one) and resume. In some cases, a resume's text or formatting will look strange and/or have multiple misspellings due to an intermittent system issue with converting the original document to HTML. To view the original resume that was uploaded, click the down-pointing arrow icon (see screenshot). The original cover letter is only available if the applicant combined it in the same file used for the resume.

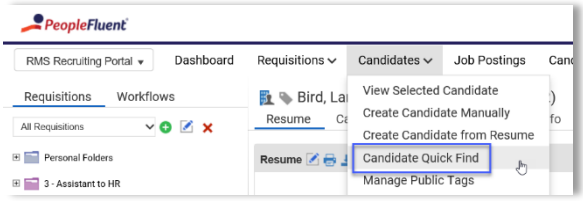


Candidate Info (2) This tab shows current contact information and work eligibility status. (The ATS will not prevent applicants from applying based on how they answer the eligibility and sponsorship questions.) For internal applicants, the current department and job title will be listed at the on this page.

Profile (3) This tab shows an applicant's sourcing information, and their work/education history.

Find a Candidate (Quick Find)

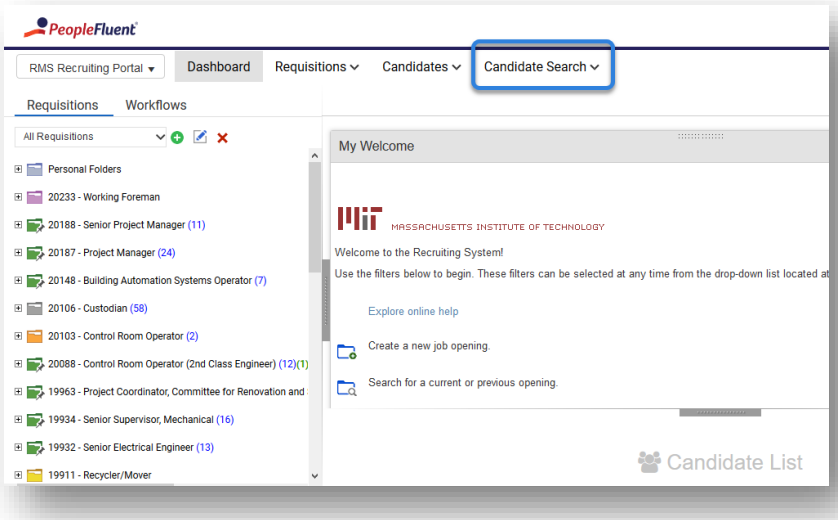
To search for a candidate, choose Candidates from the top menu and select **Candidate Quick Find**.



Search for Candidates

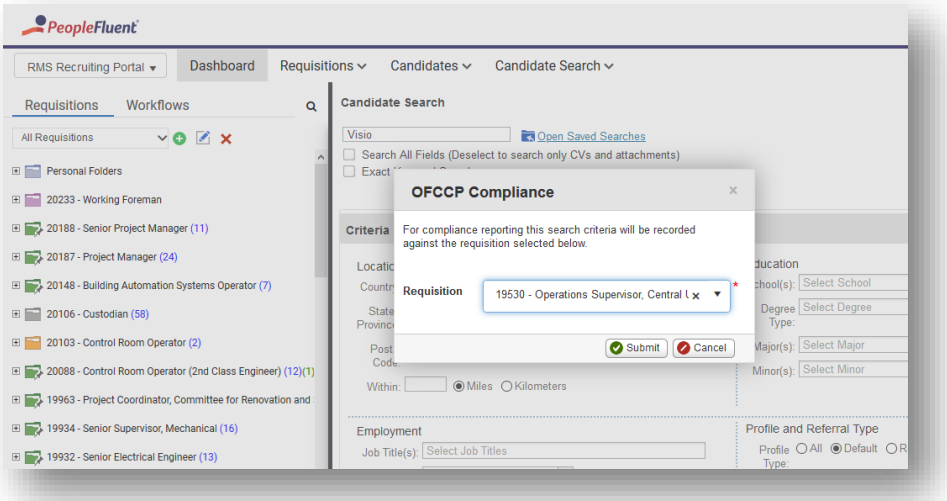
The **Candidate Search** functionality allows you to search all external candidates who meet the criteria you specify. (Internal candidates are not searchable) Some of the search criteria includes:

- Location
- Education
- Employment
- Skills
- Qualifications



To comply with the Office of Federal Contract Compliance Programs (OFCCP) reporting requirements, the specific requisition which you are searching for must be chosen. To do this, select the requisition in the *OFCCP Compliance* box that appears after clicking *Search*.

Tip: If you do not see the OFCCP Compliance pop-up box, try changing your view by clicking a different layout configurations. (See “Configurable Layouts” above).



Search results will be displayed below. Results can be displayed in ‘Card’ or ‘Table’ view. You can use the slide bar or the Configurable Layouts (at the top right) to change the layout of the screen to better see the results.

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