

# Applicant Tracking Searching Cheat Sheets

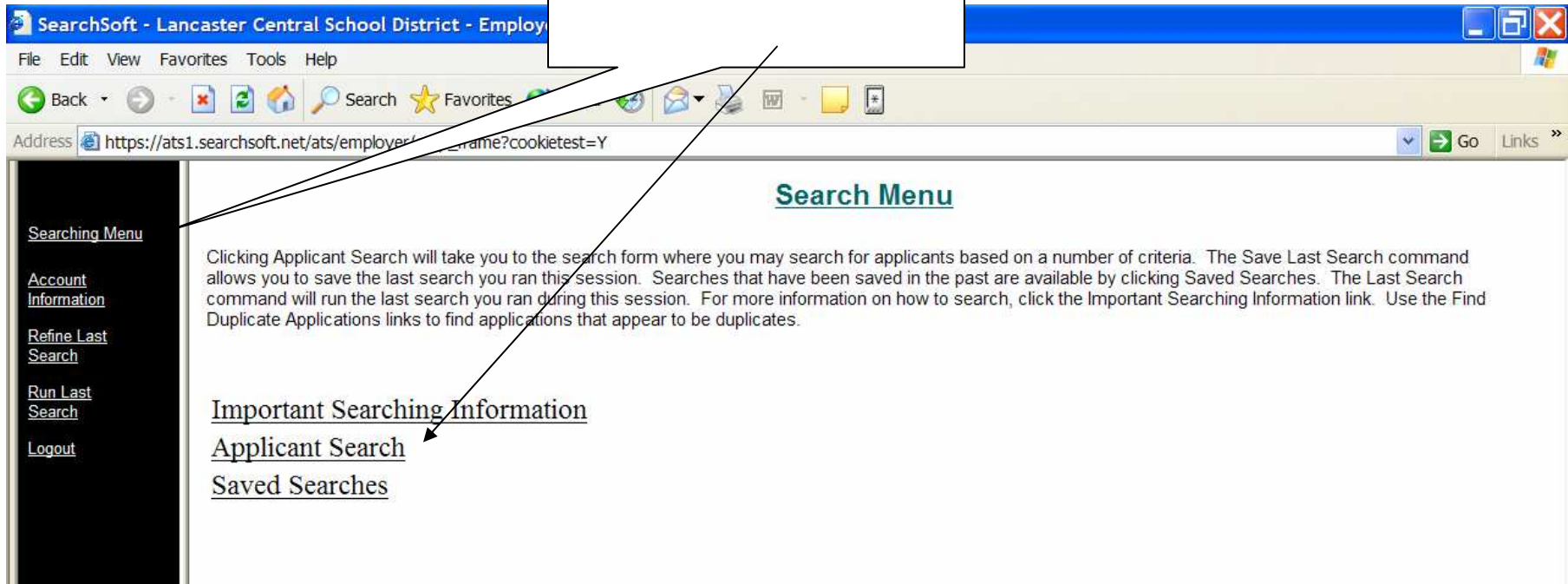
Tip: Start your searches with few criteria. Then use the “Refine this search” link at the bottom of the list to add more criteria and narrow your search. If you narrow too far and come up with too few applicants, refine last search and remove the last criteria you added.

[Save this search](#)  
[Refine this search](#)

Tip: While you are looking through the applications you can open to one page (ex. Certification) and then page through each applicant at that page using the arrow keys at the top.



Go to searching menu and choose Applicant Search



Back Reset Submit

### Important Searching Information

## General Information

You can search for applicants based on some general information. The system is set to look for active applicants, unless you select something else in the Applicant Status pulldown.

<input type="text"/>	<input type="text" value="P*"/>
<input type="text"/>	<input type="text" value="N*"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
State	<ul style="list-style-type: none"><li>Alabama</li><li>Alaska</li><li>Arizona</li><li>Arkansas</li></ul> <p>You may select more than one. <a href="#">Click here for help with select boxes</a></p>
Social Security Number (no dashes)	<input type="text"/>
Employment Preference	<ul style="list-style-type: none"><li>Certified - Administrative - Secondary Principal {SPR}</li><li>Certified - Area - Administrative</li><li>Certified - Area - Elementary</li><li>Certified - Area - High School</li><li>Certified - Area - Home School</li><li>Certified - Area - Middle School</li><li>Certified - Area - Other</li><li>Certified - Area - Sp. Ed.</li></ul> <p>You may select more than one. <a href="#">Click here for help with select boxes</a></p>
Applicant Status	<ul style="list-style-type: none"><li>Active</li><li>Active - New</li></ul>

When combining entries from different fields, envision an "AND" between.

Show me all the applicants with a last name starting P AND a first name starting with an N. (narrows search)

When combining entries within a scroll box envision an "OR" between.

Show me all the applicants that chose High school OR Middle school in their employment preference field. (broadens search)

To save a search, choose "Save this search" at the bottom of the applicant list.

[Save this search](#)

**Private** is only seen by this user id.  
**Public** is seen by all user id's in this district

**Search Criteria:** saves the criteria you used in your search. May generate a new list of applicants each time this search is run.  
**Search Results:** saves this list of applicants (ex. A list to call from). Will return these exact applicants each time the search is run.

When sharing user id's, e-mailing results is not an option since it will e-mail to the address associated with the id.

You must click "Save and Next" in order for your changes to be saved.

Cancel Undo Save and Next