

IES users can customize their view. The customized view can then be saved as an available view <u>or</u> the default view. An example of this would be if the Search Coordinator would like to view the supplemental question scores while reviewing the active applicant list for a job posting.

Business

Center

-Select the Search Coordinator role.

-From the Posting tab drop down menu select "Staff."

-Select the applicable job posting.

-Click the "Applicants" tab

-Click on the "More Search Options" link.

Open Saved Search v	Search:	Search	More search options

-From the "Add Column" drop down menu select "Supplemental Question Scores."

	Other Last Name Used
	Please provide name of High School
	Position Type
	Primary Phone
	Professional License/Certification Type
	Ranking Criteria Score
	Reason For Leaving
(Pendi	Record Sent to Enwisen?
	Reference Business Address
	Reference Business Name
	Reference Email Address
	Reference Phone Extension
	Reference Phone Number
	Reference Title
blo to applicar	Registration Number
bie to applicat	Relationship (i.e. spouse, brother, etc)
ky.edu/posung	School City
	School State
	Search Proposal Number
AL AND	Start Date
))	State
	State or Licensing Authority
	Status
Applica	Submitted By
	Supplemental question Score
the second second	Type of Degree
	Type of School
	Workflow State Entrance Reason
Search:	Workflow State Owner
	Zip Code/ Postal Code
Add Column:	Add Column
	Inactive



The "Supplement Question Score" column will then be added. Please note that the data is sortable.

Supplemental question Score	× ↑→
100.0	
100.0	
100.0	
100.0	
100.0	
100.0	
100.0	
100.0	
100.0	
100.0	
75.0	
75.0	

-To save the view, select "Save this search?"

-If you want the view to be your default, then check the "Make it the default search?" box.

-Assign a name to the view.

-Click the <Save this Search> button



-A message should be displayed at the top of the screen indicating that the view was successfully saved:

Custom search 'Supplemental Question Score' saved

-If you saved the view as your default, the Supplement Questions Score column should automatically be displayed the next time you log into IES to review applicants. If you saved it as available view, then you should see it as an available option under the "Open Saved Search," the next time you log in to review applicants.

