How to Add/Remove Columns in the ATS Candidate List Pane

The Candidate List provides a summary view of the candidates within a selected workflow folder. Users can customize the information displayed in the Candidate List pane. For example, you may wish to include the candidate’s city, email, and primary phone number in addition to the candidate’s first and last names.

1. From the Candidate List Pane, click on the Filter icon (see step 1 in the screenshot below) and choose Columns (2). Check or uncheck the box next to the fields which you want to add or remove. To view additional fields, click More Columns (3).

![Filter screenshot](image)

2. Move fields between the Available Fields and Chosen Fields boxes by choosing the ‘right’ and ‘left’ icons. You can choose up to 10 fields. (1). Click the ‘up’ and ‘down’ icons to choose your desired sort order (2). Choose Ok when done (3).

![Available Fields screenshot](image)

Contact [ats-help@mit.edu](mailto:ats-help@mit.edu) for assistance. Visit [http://hrweb.mit.edu/staffing-services/ats-help](http://hrweb.mit.edu/staffing-services/ats-help) for more information.