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](https://hr.mit.edu/managers/hiring/ats))

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

**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 Requisition Quick Find.

Get Help

More information: [https://hr.mit.edu/managers/hiring/ats](https://hr.mit.edu/managers/hiring/ats)
Applicant Tracking System Tech Support: ATS-Help@mit.edu
Staffing Assistance: StaffingServices@mit.edu