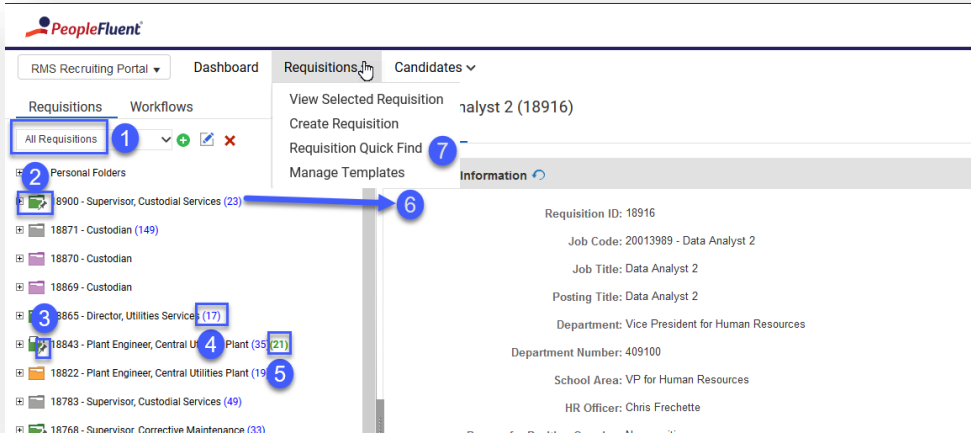


How to Find and View a Requisition

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>)

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

Open	Filled	Pending	On Hold
Green	Blue	Orange	Gray

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
 Applicant Tracking System Tech Support
 Staffing Assistance

<https://hr.mit.edu/managers/hiring/ats>
ATS-Help@mit.edu
StaffingServices@mit.edu