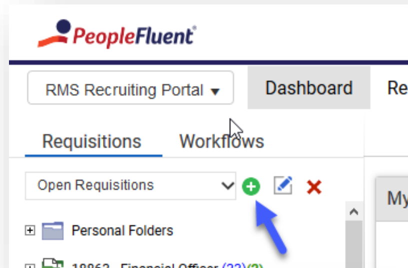
How to Create Additional Requisition Filters

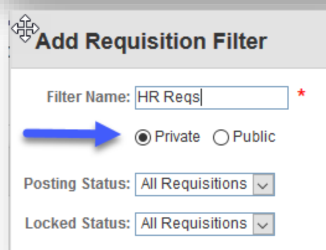
The following guide is intended for Hiring Managers using the PeopleFluent Applicant Tracking System (ATS) who would like to create custom requisition filters.

Requisition Filters allow you to use search criteria to decrease the number of requisitions shown in the Workflow pane on the left side of the ATS. Requisition filters also allow you to specify the order in which your requisitions appear in the Workflow pane.

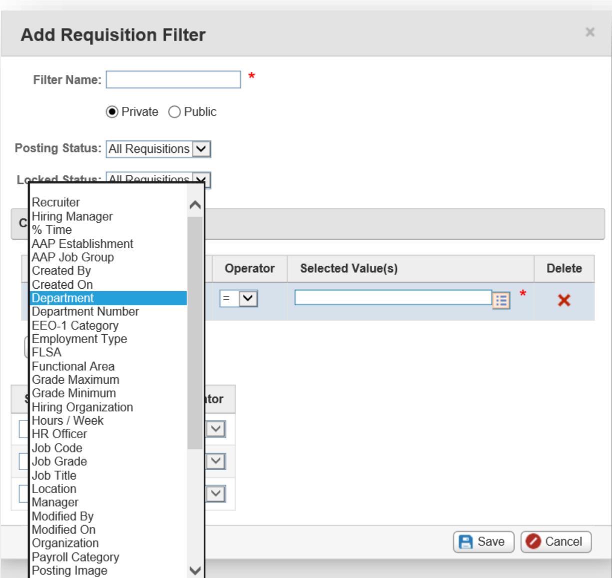
1. Click on the plus (+) sign under the requisitions tab.

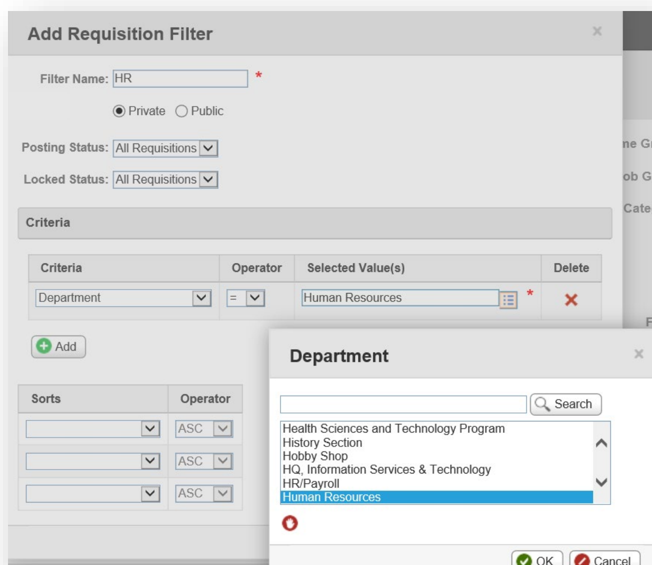


2. Name the folder and mark it **Private**.

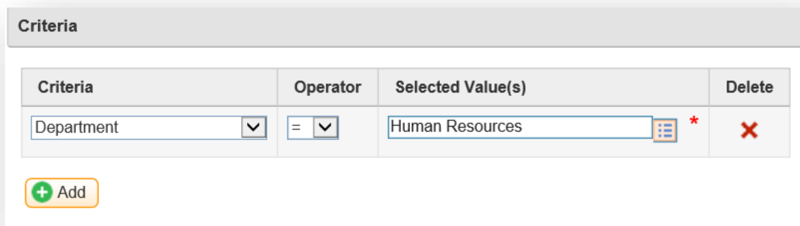


3. Select the criteria you'd like to use, e.g., department, by clicking on the pulldown arrow for the **Criteria** field and then click on the menu icon next to the **Selected Values** field to choose the appropriate value.

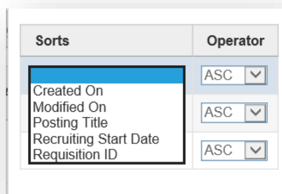


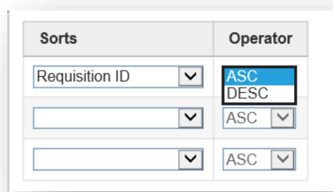


You may choose more than one item from the selected values list by clicking on the control key and selecting additional values. You may also include additional criteria by clicking on the **Add** key.



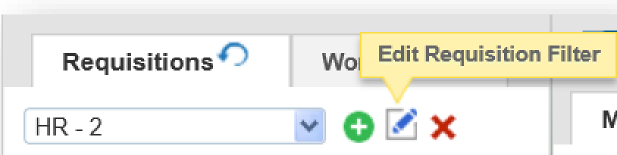
4. Select how you'd like to sort the information in the folder from the "**Sorts** and **Operator** fields.





5. Click **Save.**

NOTE: To edit or delete any Requisition Filters that you created, select the filter from the pull-down menu and click on the pencil icon or the red X icon, respectively.



Get Help

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