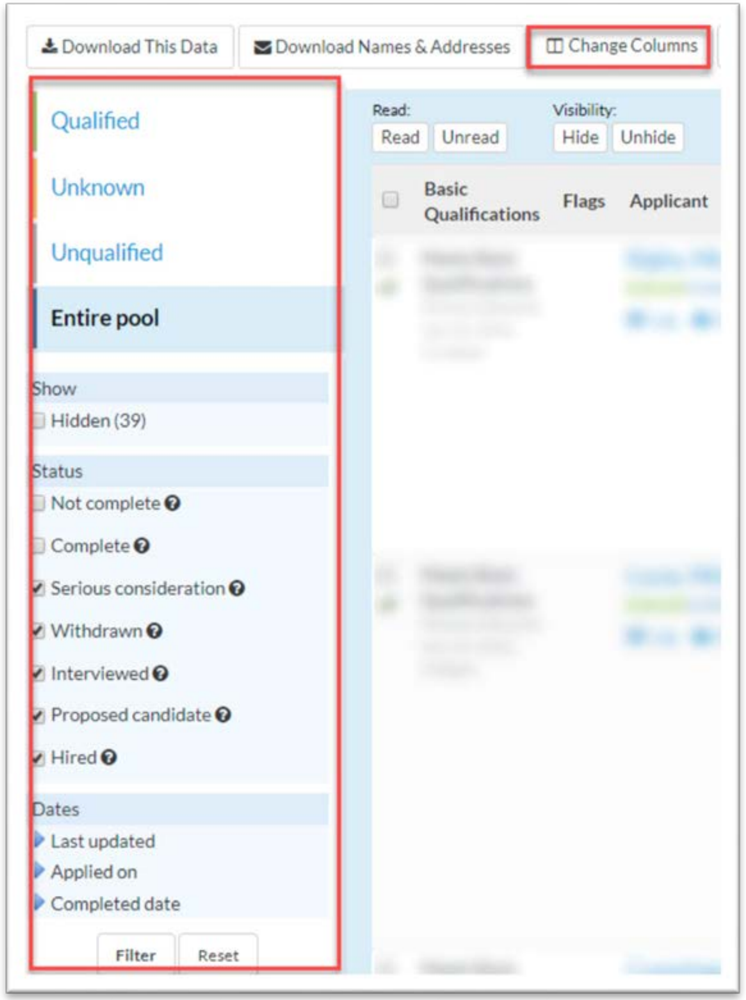
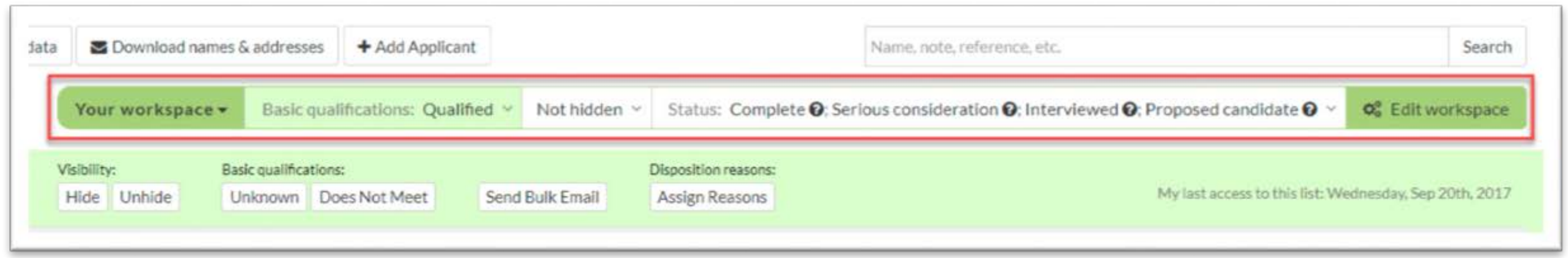
Recruit's New Workspace Ribbon

In the *Applicants List*, *Recruitments List,* and the *Approvals List* screens, the filters that were on the left-hand of the screen and the *Change columns* button have been moved to the new workspace ribbon.





What was this change necessary? For general users of Recruit, the workspace ribbon will make it easier for them to control what they see in Recruit at any given time and it provides more screen space for viewing, which is especially true in the *Applicants' List* page. For the more specialized users of Recruit, the workspace ribbon allows for robust reporting capabilities.

More filters will be added to the workspace ribbon, so keep an eye out for incremental changes to the ribbon in the coming months!

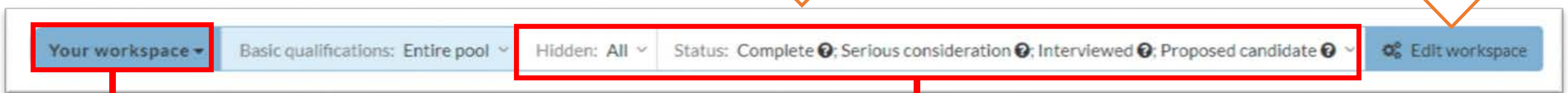
Touring the new workspace ribbon

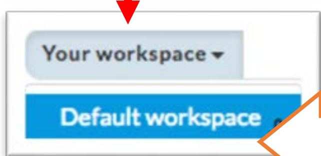
Recruit detects when a user first visits a page with the workspace ribbon and loads a quick tour (approximately 30 seconds long), where the user clicks through five tutorial screens. Once the user has taken the tour, it will no longer automatically open to view. However, clicking on the *Tour* icon Tour will allow a user to review the tutorial whenever they want.

Elements of the workspace ribbon

In the middle of the ribbon, you see which filters you have selected.

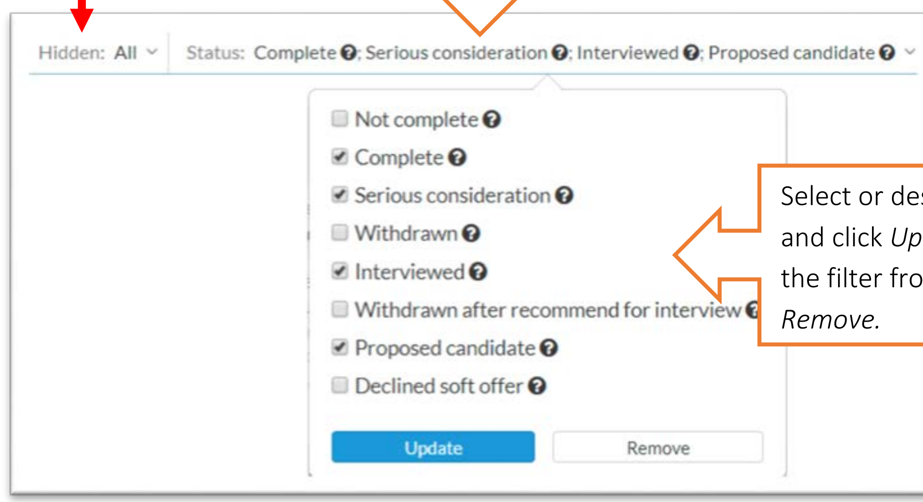
Click on the **Edit workspace** button to add or subtract filters and change your screen's columns.





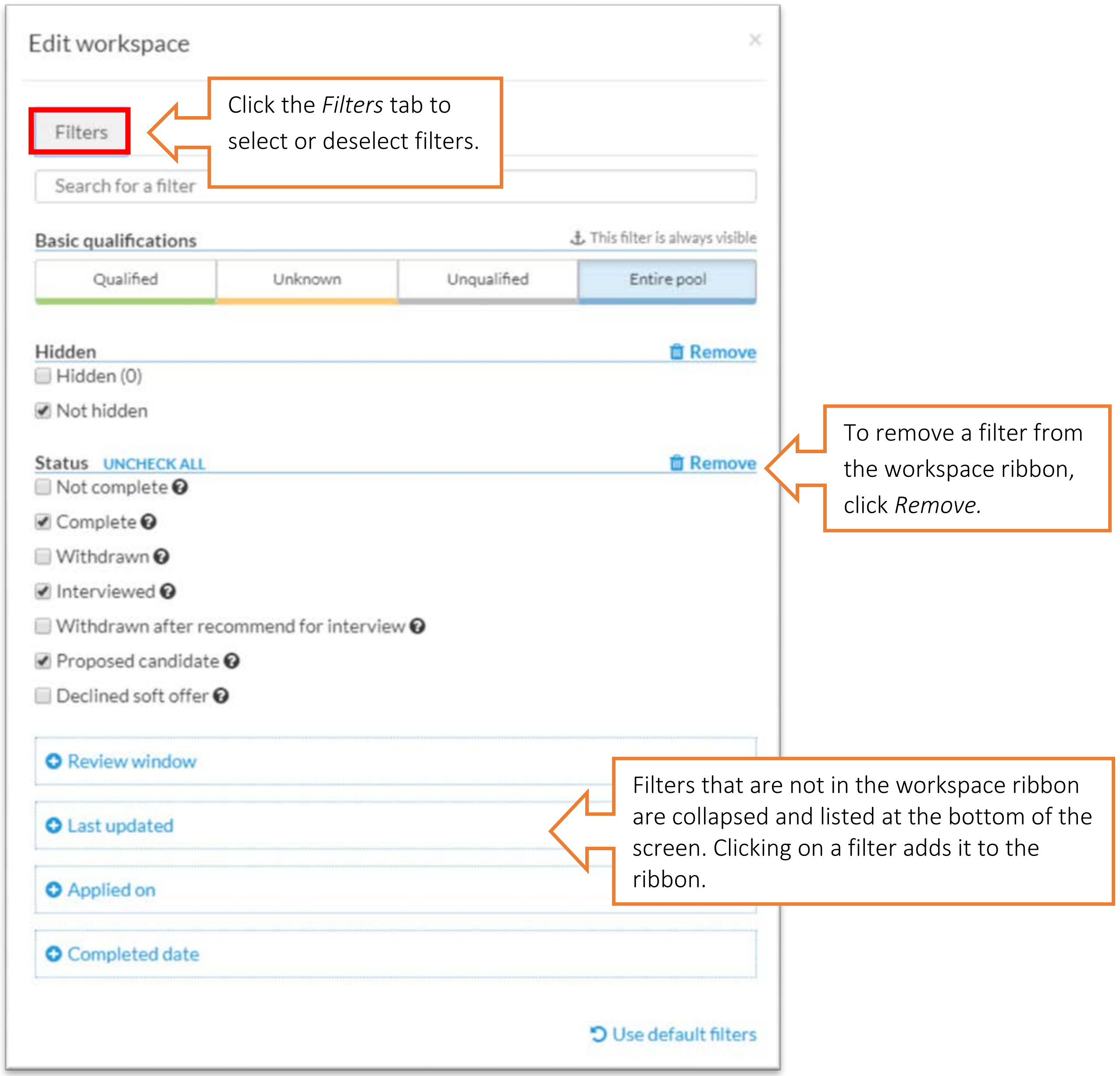
Click on **Your Workplace** to access the **Default workplace** button, which allows you to remove selected filters and return to the system's default workspace.

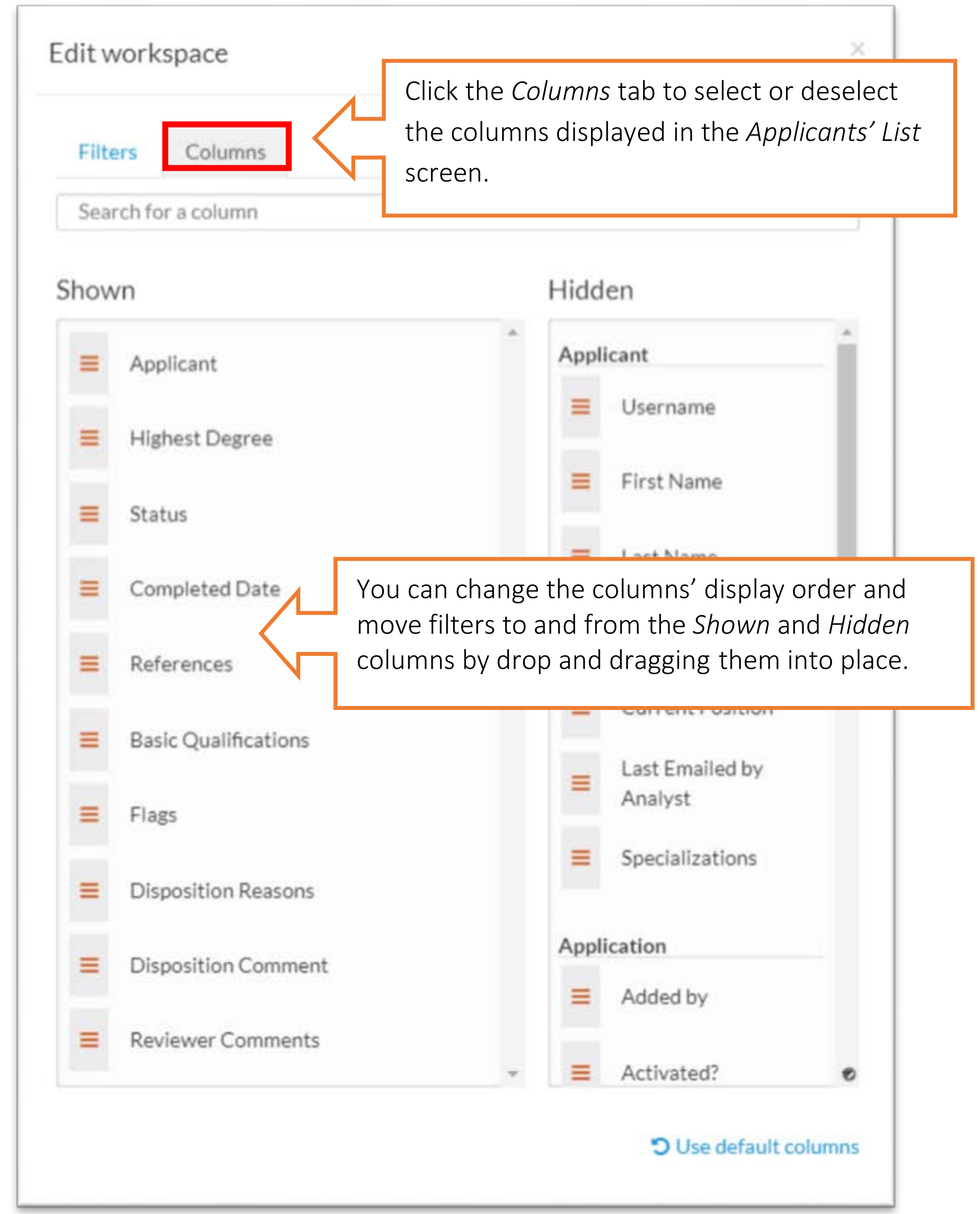
To update just one filter in the ribbon, hover over the specific filter and a pop-up screen will appear.



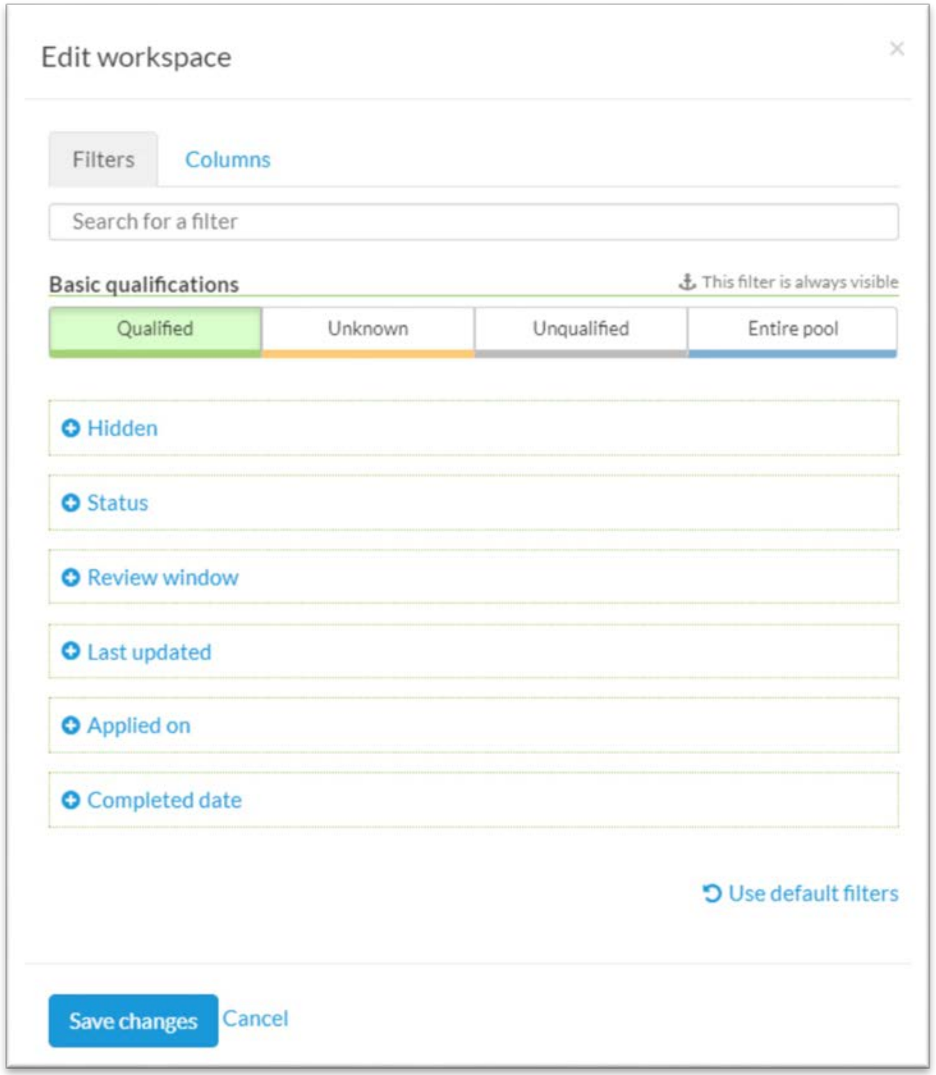
Select or deselect the options and click *Update*. To remove the filter from the ribbon, click *Remove*.

Actions available in the *Edit workspace* screen





Filters for the *Applicants List* page defined



Basic qualifications- The *Basic Qualification* filter is always "on" (and cannot be removed from the ribbon). This filter separates applicants based on their assigned basic qualification status, which could be *Qualified* (meets basic qualifications), *Unqualified* (does not meet basic qualifications), *Unknown* (a basic qualification status has not been selected), or *Entire pool* (shows applicants with the statuses *Qualified* and *Unknown*).

Hidden- This filter is **only available to analysts and committee chairs** and it filters applications that have been hidden or not hidden from reviewers. "Not hidden" is the default view.

Specializations- Filters applicants based on their self-selected specializations. This filter only displays for recruitments that were configured with specializations.

Status- The filter separates applicants by their state in the review. (e.g., Serious Consideration, recommended for interview etc.).

Review window- Filters applications completed within a specific review period. This filter is only applicable when a recruitment has additional review dates beyond the Initial Review Date (IRD).

Last updated, Applied on, or Completed date- Filters by the date or date ranges that an application was completed or updated, with the options being *Last Updated (date application was last updated), Applied on* (the date the applicant created his/her application), and the *Completed date* (the date the application was completed).

Remember that your selected filters persist! Which means they continue to filter until you remove them from the workspace ribbon; logging out of the system does not reset your filters. If you are having difficulties finding something in Recruit, check your filters.