You can customize your searches in NinerTalent. This will assist with running reports and pulling data in a meaningful way. Searches can be customized in Applicant Tracking and Position Management, and logged in as any user group. You can set up searches for Position Descriptions, Position Description Requests, Postings, and Hiring Proposals, for any position type.

Instructions:

1. Log into NinerTalent and change your user group and module to where you want this search to be set up. For instructions on logging in click here. For the purpose of this guide, we are going to be logged in as an Initiator, in the Position Management module, setting up a Position Description Search.

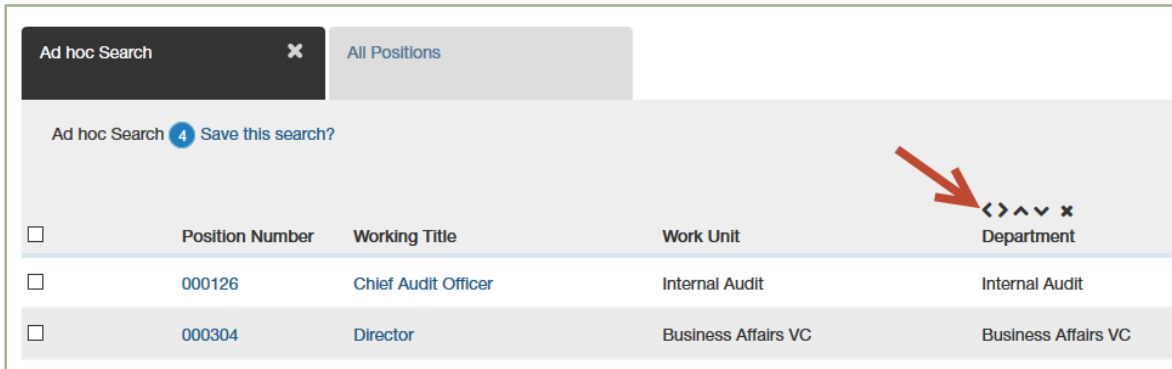2. Select the position type you want to set up the search for
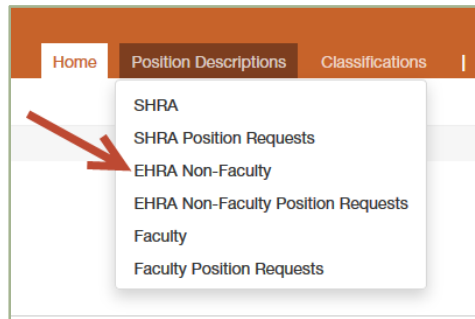
3. Click "More Search Options"

4. You will see a list of different search filters, and the option to add columns to your search. Select the filters you want and add any additional columns to your search.
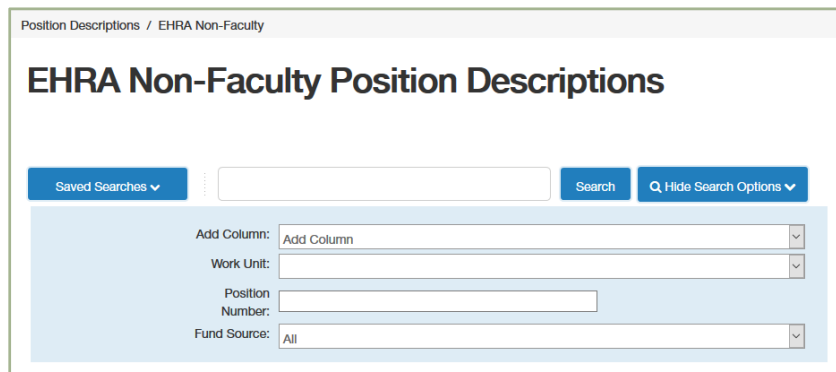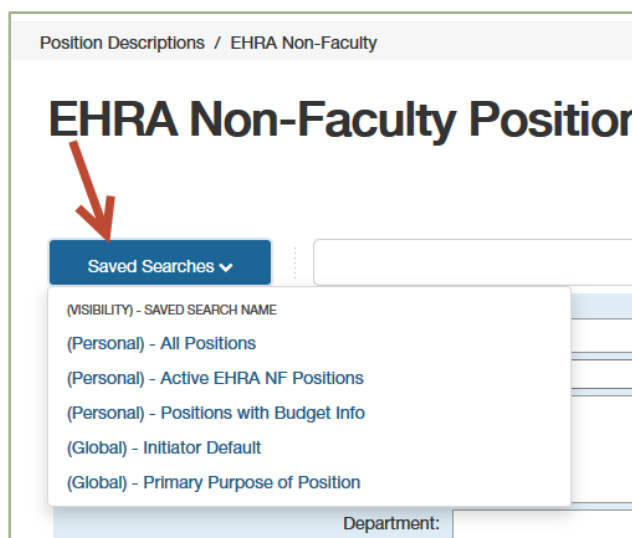
You can reorder the columns by clicking the arrow above the field

5. Once your search is set up, click the "Save this Search" link. You will be prompted to Name the search and have the option to make it your default search.

6. To locate your saved searches, click the blue "Saved Seaches" box.

You can set up searches for Postings, Position Requests, and Hiring Proposals by following the same steps